

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE ON TUESDAY
01 SEPTEMBER 2026 AT 6PM.

PRESENT

Chairperson: Councillor C Brodhurst-Brown.

Councillors: C Head, and E North.

Sarah Youngman: Clerk to the Council.

45 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None identified.

46 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

47 APOLOGIES

Apologies were received from Councillor M Jackson and A Nicholas.

RESOLVED: To approve the reasons for absence.

48 NOT IN ATTENDANCE

Councillor A Bradley.

49 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 07 JULY 2026 AND 30 JULY

Council members were provided with a copy of the draft minutes.

RESOLVED: To approve the minutes as a true record of the meetings.

50 ESTATES MAINTENANCE OFFICER

i. Shortlisting

Council members were asked to appoint members to carry out the shortlisting process and agree a date for the meeting.

RESOLVED: For Councillors C Brodhurst Brown, C Head and E North to shortlist candidates on 6th October 2026 at 5.30pm.

ii. Interviews

Council members were asked to agree a date to carry out interviewing candidates for the vacancy.

RESOLVED: For interviews to be held on 22nd October from 6pm with Councillor C Brodhurst Brown, C Head and E North arriving at 5.30pm.

51 COMMUNITY CLEAN UP CHAMPION TRAINING

The Clerk advised that the member of staff had requested First Aid at Work training and Risk Assessment training during a performance meeting and were provided with the costs for both course.

RESOLVED: To provide approval for the member of staff to be enrolled on a First Aid at Work course with British Red Cross at a cost of £359.00 plus VAT and a Risk Assessment course with High-Speed Training at a cost of £31.00.

52 POLICIES

i. **Compassionate Leave Policy**

Council members were provided with a copy of the draft policy.

RESOLVED: It was agreed that a paragraph would be added to the policy stating that all time off must be arranged with the employee's line manager. Subject to this amendment, the policy was approved.

ii. **Dignity at Work Policy**

Council members were provided with a copy of the draft policy.

RESOLVED: To approve the policy.

iii. **Parental Bereavement Policy**

Council members were provided with a copy of the draft policy.

RESOLVED: To add a clause regarding flexibility when taking bereavement leave. Subject to the amendment the policy was approved.

iv. **Menopause Policy**

Council members were provided with a copy of the draft policy.

RESOLVED: To approve the policy.

v. **Sexual Harassment Policy**

Council members were provided with a copy of the draft policy.

RESOLVED: To approve the policy.

53 STAFF AND COUNCILLOR ORGANISATIONAL STRUCTURES

A discussion took place regarding the creation of staff and Councillor organisational charts for display purposes. The Clerk raised concerns about the inclusion of staff photographs.

RESOLVED: That the staff organisational chart be displayed without photographs and that the Councillor organisational chart include photographs.

54 NEXT MEETING DATE

RESOLVED: To meet on 03 November 2026 at 6pm.

55 MATTERS FOR DISCUSSION

RESOLVED: To discuss Staffing updates and policies.