

**OXTED PARISH COUNCIL**  
**STAFFING COMMITTEE**

**Minutes of the Meeting held on Monday 27th February 2012 at 8.45am in the  
Lyndsay Narcisi Room, Tandridge District Council Offices, Station Road East, Oxted**

Present: Councillors: Mr M Fisher (MF)  
Mrs B Harling (BH)  
Mrs S Hayward (SH)  
Mrs L Parker (LP)  
Mrs D Wallace (DWa)  
Mr R Wingate (RW)

Parish Clerk: Mrs D Marshall (DM)

<b>Item</b>		<b>Action</b>
<b>1</b>	<b><u>Apologies for absence</u></b> None.	
<b>2</b>	<b><u>Declarations of Interest</u></b> No declarations of interest were made.	
<b>3</b>	<b><u>Minutes</u></b> The minutes of the meeting held on 30 <sup>th</sup> January 2012 had been circulated, and it was <b>resolved</b> that the minutes be approved.	
<b>4</b>	<b><u>Staffing Committee Terms of Reference</u></b> Councillors were satisfied that the Terms of Reference were in parity with the Council's proposed Standing Orders.	
<b>5</b>	<b><u>Standing Orders</u></b> Councillors reviewed Standing Order No. 25, Matters Affecting Council Employees, and were satisfied that there was parity with the Committee's Terms of Reference.	
<b>6</b>	<b><u>Equal Opportunities Statement</u></b> 6.1 Councillors considered a model Equal Opportunities Statement and <b>resolved</b> to adopt the statement once it had been personalised to Oxted Parish Council by the Clerk.	<b>DM</b>

**PART II of the meeting was confidential and closed to members of the public and press.**

**1** **Staffing Matters**

1.1 The Clerk and Councillors discussed the Clerk's report on the governance of the Parish Council, and the progress made in restructuring. A number of recommended policies and procedures had already been adopted. Others are due to be considered at March's Parish Council meeting, and at Committee meetings. The Clerk expressed concern that the roles and responsibilities of the Clerk, as Proper Officer, and those of Councillors, remained unclear in some areas. Anne Bott would be attending the Staffing Committee meeting on the 26<sup>th</sup> March to cover this subject and provide any clarification required.

1.2 It was agreed that Parish Council minutes should be circulated to the Chair and Vice-Chair in the first instance, before circulation to other Councillors.

The Clerk left the meeting at 9.40am.

**Clerk's Salary Review**

**2** 2.1 It was unanimously agreed to request acceptance of full Oxted Parish Council, the clerk's salary review, together with performance appraisal.