

# Ringwood Town Council

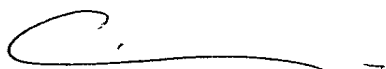
Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
www.ringwood.gov.uk

## STAFFING COMMITTEE

Dear Member

6<sup>th</sup> September 2022

A meeting of the Staffing Committee will be held in the Forest Suite, Ringwood Gateway on **Wednesday 14<sup>th</sup> September 2022** at 7.00pm and your attendance is requested.



Mr C. Wilkins  
Town Clerk

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## AGENDA

- 1. PUBLIC PARTICIPATION**  
There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES OF THE PREVIOUS MEETING**  
To approve as a correct record the minutes of the meeting held on 16<sup>th</sup> March 2022
- 5. HUMAN RESOURCES MANAGEMENT UPDATE**  
To receive a verbal update from officers
- 6. TOWN CLERK'S ANNUAL REVIEW**  
To appoint members to undertake the Town Clerk's annual review and make any other necessary arrangements for it
- 7. LEAVE FOR PUBLIC DUTIES POLICY**  
To consider the Town Clerk's report (*Report A*)
- 8. EXCLUSION OF THE PRESS AND PUBLIC**  
To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature
- 9. RE-GRADING OF STAFF POSTS**  
To consider the Town Clerk's report (*Confidential Report B*)
- 10. REQUEST FOR FLEXIBLE WORKING**  
To consider a request for Flexible Working

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

Committee Members

Cllr Gareth Deboos – Town Mayor  
Cllr Jeremy Heron – Chairman of Policy and Finance Committee  
Cllr John Haywood  
Cllr Gloria O'Reilly  
Cllr Glenys Turner

Copied by e-mail to other Members for information

Officers

Chris Wilkins, Town Clerk  
Jo Hurd, Deputy Town Clerk

## STAFFING COMMITTEE

# A

14<sup>th</sup> September 2022

### Report on staff leave for public duties

#### 1. Introduction and reason for report

- 1.1 At the last meeting on 16<sup>th</sup> March, committee members directed officers to prepare a draft policy on this subject for consideration at this meeting (see minute ref. S/0073).

#### 2. Background information

- 2.1 The Council's human resources advisors, Worknest, have recommended that this issue be addressed by altering the Employee Handbook rather than the establishment of a separate stand-alone policy. They have prepared a suitable wording for this but a couple of issues require decisions of principle by members before the wording can be finalized.

- 2.2 The first issue concerns jury service. Two options are recommended: either

- 2.2.1 Commit to pay basic pay for a specified maximum period (two weeks is typical); or

- 2.2.2 Commit to pay the difference between normal pay and the allowance received from the court.

The latter could result in complications defining 'normal pay' and result in an open-ended commitment so the former might be preferable.

- 2.3 The other issue concerns the number of days of paid leave to allow in any 12-month period for defined voluntary public duties (duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor). Since this could arise every year of an extended period of service it needs to be capped at a number that is reasonable and affordable; five perhaps?

#### 3. Issues for decision and any recommendations

**The Committee is invited to decide the issues of principle indicated above so officers can finalize changes to the Employee Handbook.**

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
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