



Staffing Committee Meeting Minutes for Thursday, March 28, 2024.

Present: Alison Sercombe, Richard Street, Richard Barrett, Paul Gregory

Officer: Clerk

Members of the Public: 0

The meeting opening at 14:34 and closed at 15:45

2023-24	Item	Action
#48/2023-24	APOLOGIES FOR ABSENCE – were received from Cllr Newman, accepted, and approved by the committee	
#49/2023-24	DECLARATIONS OF INTEREST - none	
#50/2023-24	TO RECEIVE MINUTES The minutes from the meeting on 29th February were approved by the committee and signed by the Chairman as a true record of the meeting.	
#51/2023-24	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS <ul style="list-style-type: none">i. #38/2023-24 Implementation of Volunteer Policy & management has been delayed due to workloads.	
#52/2023-24	TO RECEIVE AN UPDATE FROM THE CLERK <ul style="list-style-type: none">i. Sickness policy approved and circulated to staff	
#53/2023-24	REVIEW OF CORE DOCUMENTS & POLICIES <ul style="list-style-type: none">i. Councillors were made aware of changes to legislation and working practices. Clerk to review current policies and make relevant updates.	Clerk
#54/2023-24	REVIEW OF RECENT LEARNING & DEVELOPMENT OPPORTUNITIES <ul style="list-style-type: none">i. Cllr development day – Cllr Gregory gave a precis of the day to those who had not been in attendance.ii. Councillors – Cllr Street has been booked onto NLAC finance webinar.iii. Staff<ul style="list-style-type: none">a. Clerk/Ast. Clerk booked onto fire marshal training in Aprilb. Clerk provided a summary of the training identified within recent appraisals and agreed for the Clerk to arrange sessions.	Clerk
#55/2023-24	TO RESOLVE TO EXCLUDE THEN PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED – Approved unanimously	
#56/2023-24	TO DISCUSS STAFFING & RESOURCES 2024-2025	

Signed:

Date:

- i. Grounds Staff – Clerk informed committee of recent resignation and gave summary of planned recruitment process.
- ii. Officers - review of Clerks additional hours. Committee agreed to seek approval for the increase to become permanent, based on increasing workloads.
- iii. Grants officer (new fixed-term position). The committee considered the draft JD and Person Specification and agreed with the content. Salary was reviewed in Item#157/2023-24.
- iv. Councillors -

**#57/2023-24 TO REVIEW FINDINGS & RECOMMENDATIONS OF SALARY
REVIEW OF OFFICER ROLES**

The Clerk left the meeting, whilst their role was discussed.
The committee discussed the findings from the external review and agreed for the Chairman to meet with the Clerk to make a proposal to full council.

AS/Clerk

On returning to the meeting, the Clerk's proposal to align annual leave with those of the NJC conditions was given support and would be included in the formal proposal to council.

**#58/2023-24 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING
ATTENTION – none**

#59/2023-24 ITEMS FOR INFORMATION -none

#60/2023-24 DATE OF NEXT MEETING - TBC

Signed:

Date: