



Minutes of the Meeting of the Staffing Committee held on Thursday, 22nd June 2023 at 7pm at Cuxton Pavilion.

Present: Cllr Wilson (Chair), Cllr Porter, Cllr Thorley, Cllr Manning

The clerk was not in attendance. Minutes were taken by Cllr Thorley due to the meeting being of a confidential nature.

There were no members of the public present.

1) Apologies for absence

None.

2) Declarations of interest (DPI, conflict of interest and personal interests) and alterations to the Register.

Cllr Thorley declared a conflict of interest as a close friend of the Clerk and was advised by KALC to attend the meeting but not vote on outcomes.

3) Minutes of meeting held on 12th January 2023 – for approval.

No amendments required. Cllr Porter proposed the minutes be accepted without amendment. This proposal was seconded by Cllr Wilson. All councillors, apart from Cllr Thorley who abstained, voted unanimously in favour of the proposal.

It was resolved to accept these minutes as a true record of the meeting.

4) CLOSED SESSION (PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC)

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are to be excluded from the Meeting.

A vote will be taken.

Cllr Porter proposed the press and public be excluded from the meeting. Cllr Manning seconded this proposal. All councillors voted unanimously in favour of the proposal apart from Cllr Thorley who abstained from voting.

5) Discussion regarding Clerks' annual appraisal

- a) Cllr Wilson shared the appraisal documentation used with the previous Clerk by the previous Chair and it was agreed to use this format again. A discussion was held concerning when the Clerk would be sent the paperwork in advance of the annual supervision meeting. Cllr Wilson will

undertake the supervision with the Clerk and complete the appraisal documentation as a record.

This process was proposed by Cllr Porter and seconded by Cllr Manning. All councillors voted unanimously in favour of the proposal apart from Cllr Thorley who abstained from voting. The proposal will be presented to full Council at the next CPC meeting in July 2023.

b) Discussion regarding cover for Clerk during annual leave period

A discussion was held concerning contingency arrangements for the Clerk's annual leave scheduled for August 2023. Emails received into the Clerk email box will receive an out of office response and arrangements will be put into place for urgent emails to be responded to. A date was agreed for a handover prior to the commencement of annual leave.

This process was proposed by Cllr Porter and seconded by Cllr Manning. All councillors voted unanimously in favour of the proposal apart from Cllr Thorley who abstained from voting.

c) Discussion regarding Clerks' formal supervision

It was discussed that a regular supervision meeting with the Clerk would be arranged every 3 months during the year and this would be undertaken by members of the Staffing Committee.

This process was proposed by Cllr Wilson, seconded by Cllr Manning, and agreed by Cllr Porter. Cllr Thorley abstained from voting and will not take part in the supervision meetings with the Clerk.

6) Information Exchange

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next of future meetings.

7) Members Future Agenda Items

The Staffing Committee recommendations to Council are that the Chair of the Staffing Committee undertakes the Clerk's annual appraisal in September. Three further supervision meetings throughout the year are to be arranged with the Clerk and managed by the staffing committee.

The Chairman closed the meeting at 8:00 pm

Signed Sarah Wilson Chairman

On the 5th day of September 2023