

Minutes of the Meeting of the Staffing Committee held on Tuesday 21st May 2024 at 7:00pm at Cuxton Pavilion.

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



There were no members of the public present.

The clerk was asked to leave the room while performance, salary and the probation period were discussed in depth.

Cllr Thorley took the minutes of the meeting in the absence of the Clerk.

1) Apologies for absence

None

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

Cllr Thorley – agenda points 5-8

3) Minutes of meeting held on 9th January 2024 – for approval.

No amendments made. Cllr Porter proposed the minutes be accepted and Cllr Manning seconded this proposal. All councillors 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 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.

Cllr Wilson proposed the Press and Public be excluded from the meeting. Cllr Manning seconded this proposal. All councillors voted unanimously in favour of the proposal. As no members of the Press or Public had attended, the meeting continued.

5) To consider the performance of the clerk in the probationary period

Cllr Wilson completed a staff appraisal with the clerk covering her probationary period 21/11/23 – 21/5/24 and this was discussed.

Objectives for the Post holder was signed off by Cllr Wilson except 8 – relating to ensuring payments were made on behalf of the council, as the debit card authority and bank mandate had been submitted and completion issue of card was imminent.

Section 1 – Achievement/Objective Progress since the last appraisal was discussed and agreed.

Section 2 – Appraisal scoring was discussed and agreed.

The Action Plan was discussed and agreed.

Cllr Wilson proposed the amendments which were seconded by Cllr Porter. Cllr Wilson signed the appraisal document, and all Cllrs voted and agreed. Cllr Thorley did not vote.

It was resolved to request that street cleaning duties be included in June 2024 CPC meeting for a more detailed discussion to clarify the specific roles of the street cleaners.

6) The review ending the clerk’s probationary period.

It was proposed by Cllr Wilson and seconded by Cllr Manning to end the probationary period from 21/5/24. Cllr Thorley did not vote.

7) To review the salary of the clerk.

It was proposed by Cllr Wilson and seconded by Cllr Porter to increase the salary of the clerk using NALC Pay Scale (November 2024) from point 22 to 23. Cllr Thorley did not vote.

It was resolved, subject to full council approval, that this should be accepted and take effect from June 2024.

8) To consider CILCA training/SLCC membership for the clerk.

Cllr Wilson confirmed that she had discussed with the clerk if she would require any additional hours to complete the CILCA qualification. The clerk confirmed that she would not require any additional hours for this training. The clerk confirmed to Cllr Wilson during her appraisal that she plans to begin her CILCA training in September 2024.

It was agreed that further information was required on the cost of joining SLCC.

It was resolved, subject to council approval, that the clerk completes the ‘Introduction to CILCA’ webinar on 3/7/24 at a cost of £50 + VAT and further information will be shared on the costs to join SLCC for discussion at the next council meeting in June 2024.

9) Information Exchange

No points raised or discussed.

10) Members Future Agenda Items.

- Minute taking at staffing meetings.
- Request for clerk to ensure up to date NALC pay scales are available to the staffing committee to aid discussions as this changes annually.

The chairman closed the meeting at 20.08