

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 13TH OF MARCH 2024,

AT AUCKLEY JUNIOR AND INFANT'S SCHOOL, COMMENCING AT 6.00PM

Councillors Present: R. Dobson, J. Staniforth, I. Swainston.

E. Lear (Clerk)

1. **Election of a Chairman-** Cllr Staniforth- **AGREED**
2. **Non-Attendance by Councillors**
 - a) None received
 - b) Not required.
3. **Consideration of Staffing Committee Terms of Reference-**
Using the standard model with small amendments as discussed- **AGREED**
4. **Recommendation of the Staffing Committee Terms of Reference to the Parish Council for Adoption-**
AGREED
5. **Declarations of Other Interests and Any Amendments**
None
6. **Determination of the Exclusion of the Public and Press**
Not required.
7. **Determination of the Clerk's First Point of Contact for Issues Not Immediately Relevant to the Whole Council**
Chair of the Staffing Committee- **AGREED**
8. **Agreement of Arrangement for Clerk Requesting Annual Leave**
Request to the Chair of the Council and the Chair of the Staffing Committee - **AGREED**
9. **Determination of the Clerk's Appraisal Arrangements**
Proforma for appraisal to be circulated in September for the appraisal to take place in the October Staffing Committee meeting. This allows training to be added to the budget.
10. **Noting the Clerk's Increment Rise Effective from 1st April 2024**
Progressing to SCP 22.
11. **Receipt of Items Raised by the Clerk**
None received.
12. **Agreement of the Cycle of the Upcoming Meetings and Standard Agenda Items**
June – Election of Chairman
 Review of Terms of Reference
 Review of policies/development of policies for recommendation to full Council
October – Clerk's Appraisal including training plan
December – Clerk's Annual leave update
March – Clerk's Increment(s) confirmation (where applicable).
Schedule **AGREED-** to monitor.
13. **Confirmation of Date and Time of Next Meeting**
The next Staffing Committee meeting will take place on Wednesday 12th of June 2024 at 6.00pm.

Chair.....

Date:

