

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
Cherwell Cottage, Main St, Gunby, NG33 5LF
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

Minutes of the Barrowby Staffing Committee Meeting held on Tuesday 21st January 2020 in the Reading Room, Barrowby

MEETING OPENED: 7.00pm

1. WELCOME REMARKS BY CHAIRMAN (19/021)

- 1.1 The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Townsend, Cross and Lees, and the Clerk Mrs Heyward.

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (19/022)

- 2.1 Councillor Blackwell was not in attendance at the meeting.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/023)

- 3.1 There were no expressions of interest or requests for dispensation.

4. APPROVAL OF MINUTES (19/024)

- 4.1 The Clerk's notes of the Staffing Committee meeting on 4th November 2019, having been proposed by Councillor Lees and seconded by Councillor Cross were agreed to be a true and accurate record and were passed by resolution of the Committee. The notes were duly signed and dated accordingly by the Chairman.

5. EMPLOYMENT POLICIES (19/025)

- 5.1 The Clerk reported that having consulted with Chris Moses, the employment policies can be proposed as up to date as they stand providing an amendment is made to the Grievance Procedure to take into account the Ledbury decision.

Action: The Clerk to confirm exactly where the amendment needs inserting and enquire as to the need for a separate Grievance and Appeals Policy.

Members also agreed that the Terms of Reference for the Staffing Committee are up to date and should be proposed as so at the February Council meeting.

Action: The Clerk to add the policies and TOR to the February Council agenda for approval.

6. CONTRACTS (19/026)

- 6.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to move into closed session at 7.20pm.

Members noted the resignation of a Caretaker and discussed contracts and job descriptions in closed session.

Action: The Clerk to write to the Caretaker accepting his resignation.

Action: The Clerk to liaise with Caretakers regarding duties and then to draft an advert for a Caretaker position.

Action: The Clerk to make agreed proposals regarding wage increases to the April Council meeting.

Action: The Clerk to carry out an interim appraisal with the Assistant Clerk.

Action: The Clerk to ensure all staff have up to date, signed contracts and job descriptions as per those agreed at this meeting.

7. STAFF HOLIDAYS (19/027)

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7.1 The Clerk reported that some staff members still have annual leave to take before 1st April.

8. **NEXT MEETING (19/028)**

8.1 23rd March at 7.00pm

The Chairman closed the meeting at 8.04pm.