

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Staffing Committee Meeting held on Monday 17th January 2022 at the Reading Room.

MEETING OPENED: 7.30pm

No members of the public were in attendance.

1. WELCOME REMARKS BY CHAIRMAN (21/019)

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

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (21/020)

- 2.1 No absences.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/021)

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

4. APPROVAL OF MINUTES (21/022)

- 4.1 The minutes of the Staffing Committee meeting on 19th July 2021, having been proposed by Councillor Eaton and seconded by Councillor Townsend, were agreed to be a true and accurate record, and were passed by resolution of the Committee.

5. EMPLOYMENT POLICIES (21/023)

- 5.1 Members reviewed the current employment policies and agreed on minor changes to be made.
Action: Clerk to update the relevant policies and email to members for approval.
- 5.2 Members reviewed the new Annual Leave Policy and agreed on minor changes to be made.
Action: Clerk to update the policy and email to members for approval.

6. VACANCY FOR ASSISTANT CLERK (21/024)

- 6.1 Members noted the resignation of the Assistant Clerk.
- 6.2 Following a proposal by Councillor Townsend, seconded by Councillor Eaton, members resolved to retrospectively approve the advertising of a vacancy for an Assistant Clerk.

7. CONTRACTS AND JOB DESCRIPTIONS (21/025)

- 7.1 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed regarding staff contracts.
Time 8.51pm
- 7.2 Members reviewed current staff contracts and job descriptions and suggested a minor change to contracts.
Action: Clerk to update the contracts and send to employees.
The closed session ended at 9.05pm.

8. ANNUAL LEAVE (21/026)

- 8.1 Members received an update on staff annual leave.
Action: Clerk to email employees regarding taking annual leave.

9. PAY INCREASE (21/027)

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- 9.1 Members noted that the 2021/22 pay award has not yet been agreed. When it is agreed the new rate will be applied and the extra pay will be backdated to 1st April 2021. An estimated sum has been included in the budget for 2022/23 to cover this.

10. NEXT MEETING (21/028)

- 10.1 TBC. The Chairman closed the meeting at 9.15pm.