

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
14 Riverside Walk, Bottesford, Nottingham NG13 0AT
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

Minutes of the Barrowby Staffing Committee Meeting held on Tuesday 12th April 2022 at the Reading Room.

MEETING OPENED: 7.00pm

No members of the public were in attendance.

1. WELCOME REMARKS BY CHAIRMAN (21/029)

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

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (21/030)

- 2.1 Apologies were received and accepted for Councillor Townsend.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/031)

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

4. APPROVAL OF MINUTES (21/032)

- 4.1 The minutes of the Staffing Committee meeting on 17th January 2022, having been proposed by Councillor Eaton and seconded by Councillor Cupit, were agreed to be a true and accurate record, and were passed by resolution of the Committee. There was 1 abstention.

5. EMPLOYMENT POLICIES (21/033)

- 5.1 Following a proposal by Councillor Eaton, seconded by Councillor Cupit, members resolved to approve the updated employment policies relating to Competence and Capability and Appraisals.
- 5.2 Following a proposal by Councillor Eaton, seconded by Councillor Cupit, members resolved to approve the updated Annual Leave policy.

6. TERMS OF REFERENCE (21/034)

- 6.1 Members reviewed the Terms of Reference of the Staffing Committee.

7. STAFFING MATTERS (21/035)

- 7.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, 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.
- 7.2 Members noted the appointment of a new Assistant Clerk and resignation of a Caretaker.
- 7.3 Members discussed contracted hours for current staff and overtime payments.
- 7.4 Members agreed the automatic increase in pay rates for current staff.
- 7.5 Members received feedback from the Clerk following completion of staff appraisals.
- 7.6 Members received feedback from Councillor Cupit following completion of the Clerk's appraisal.

8. ANNUAL LEAVE (21/036)

- 8.1 Members received an update on staff annual leave.

9. CLOSED SESSION (21/037)

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- 9.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to move back into public session.

10. NEXT MEETING (21/038)

- 10.1 The next meeting is on Wednesday 31st August at 7.00pm at the Sports Pavilion.
The Chairman closed the meeting at 8.15pm