

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Staffing Committee Meeting held on Monday 29th April 2024 at the Reading Room, Church Lane, Barrowby

No members of the public were in attendance.

MEETING OPENED: 7.29pm

1. WELCOME REMARKS BY CHAIRMAN (23/018)

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

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (23/019)

- 2.1 Apologies were received and accepted from Councillor McConnell-Good.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (23/020)

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

4. APPROVAL OF MINUTES (23/021)

- 4.1 It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 5th February 2024.

5. TERMS OF REFERENCE (23/022)

- 5.1 Members reviewed the Terms of Reference and agreed that no amendments were required.

6. STAFFING MATTERS (23/023)

- 6.1 It was **RESOLVED** to approve 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 and pay.
- 6.2 Members received feedback from the Clerk following the annual staff appraisals.
- 6.3 In the absence of Councillor McConnell-Good it was agreed to defer feedback from the Clerk's appraisal until the next meeting.
- 6.4 It was **RESOLVED** to approve the wording and terms of new contracts for the Clerk and RFO roles.
Action: The Clerk to make minor amendments to the wording of the contracts and send to members.
- 6.5 It was **RESOLVED** to approve the job descriptions for both roles with a minor amendment.
Action: The Clerk to make minor amendments to the wording of the RFO job description and send to members.
- 6.6 It was agreed that the Parish Council should decide where the new Clerk job is to be advertised. Dates for the recruitment are: Closing date 12th June, Sifting 19th June, Interview week commencing 24th June, recommendation to Parish Council at meeting on 8th July,
Action: The Clerk to add an item to the next Parish Council meeting Agenda.

7. CLOSED SESSION (23/024)

- 7.1 It was **RESOLVED** to move back into public session.

8. DATE FOR NEXT MEETING (23/025)

- 8.1 Tuesday 16th July 2024 at 7.00pm at the Reading Room.

The meeting closed at 8.43pm.