

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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## Minutes of the Barrowby Staffing Committee Meeting held on Monday 5<sup>th</sup> February 2024 at the Reading Room, Church Lane, Barrowby

No members of the public were in attendance.

**MEETING OPENED:** 7.39pm

### 1. WELCOME REMARKS BY CHAIRMAN (23/010)

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

### 2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (23/011)

- 2.1 Apologies were received and accepted from Councillor Footitt.

### 3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (23/012)

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

### 4. APPROVAL OF MINUTES (23/013)

- 4.1 It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 28<sup>th</sup> November 2023.

### 5. STAFFING MATTERS (23/014)

- 5.1 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.
- 5.2 It was **RESOLVED** to approve the split of the current Clerks' role into two, creating a separate role for a Responsible Finance Officer (RFO). A discussion was held about the change of terms of contract and how it is to be worded for the current Clerk but no agreement was reached.  
**Action: Councillors McConnell-Good and Lees will discuss changes of contract with the LALC HR Consultant.**
- 5.3 It was **RESOLVED** to approve that the new Clerk role will work 18 hours per week and the new RFO role will be 20 hours per month to allow for fluctuations in the work required throughout the month/year. The appropriate payscale for both posts was also approved.
- 5.4 It was **RESOLVED** to approve the recruitment of a new Clerk.
- 5.5 It was noted that annual staff appraisals will be completed before the end of March.

### STAFF HOLIDAYS (23/015)

- 6.1 Members received an update on staff annual leave.

### 7. CLOSED SESSION (23/016)

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

### 8. DATE FOR NEXT MEETING (23/017)

- 9.1 Monday 22<sup>nd</sup> April 2024 at 7.15pm at the Reading Room.

The meeting closed at 8.50pm.