



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON  
MONDAY 22 JANUARY 2024 at 7pm at THE POPPY CENTRE**

**Present:** Cllr: M Green (Chair)

Cllrs: M McGeary, C Scrivner, R Hood

**Members of the Public:** 0

**Clerk:** N/A

**Minute Taker:** Cllr R Hood

**MINUTES**

**01 Apologies for Absence**

None.

**02 Declarations of Interest and requests for Dispensations**

None

**03 Minutes of Previous Meeting**

To agree and sign the minutes of the Staffing Committee Meeting held on 6th December 2023.

The motion was proposed, the motion was seconded.

Members AGREED the minutes of the Staffing Committee Meeting held on the 6th December 2023. The Chairperson signed the minutes.

**04 Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public and any Councillor with prejudicial interests to speak.

**Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.**

The motion was proposed, the motion was seconded.

Members AGREED to adjourn the meeting to allow members of the public to speak.

None

The motion was proposed, the motion was seconded.

Members AGREED to resume the meeting.

**05 Matters from Previous Meetings**

**To report on progress on items from previous meetings. No decisions may be taken.**

5.1 Recruitment of Administrative Assistant is in complete.

**06 Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.

The motion was proposed, the motion was seconded.

Members AGREED to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.

**07 Employment Protocols**

7.1 Update on the latest pay increases and to consider and agree any actions.

No resolution was made.

7.2 To review employee appraisals protocols and consider and agree any actions.

The motion was proposed, the motion was seconded.

Members AGREED to schedule feedback meeting(s) as outlined in the relevant Contract(s) of Employment, and annually thereafter with a 6 monthly review.

**8. Recruitment**

8.1 Update on the Administrative Assistant and to consider and agree any actions.

No resolution was made.

8.2 To review current staffing structure, and make recommendations on any amendments to Full Council, including any recruitment plans, as required.

The motion was proposed, the motion was seconded.

Members AGREED to request additional information on pay scales and remuneration assessment for further discussion.

8.3 To review and agree contractual documentation requirements and make recommendations to Full Council.

The motion was proposed, the motion was seconded.

Members AGREED to request a copy of the new Contract of Employment template recently issued by NALC.

**08 To report Any Other Business**

None

**09 Date of next meeting.**

TBC

Meeting closed 20:40

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_