



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
WEDNESDAY 06 DECEMBER 2023 at THE POPPY CENTRE**

Present: Cllr: M Green (Deputy Mayor)

Cllrs: C Scrivner, R Hood

Members of the Public: 0

Clerk: N/A

Minute Taker: Cllr R Hood

MINUTES

01 Apologies for Absence

Cllr M McGeary for work reasons.

The motion was proposed, the motion was seconded.

Members AGREED to accept the apologies for absence.

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 21st November 2023.

The motion was proposed, the motion was seconded.

Members AGREED the minutes of the Staffing Committee Meeting held on the 21st November 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 progress.

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.
No resolution was made.

8. Recruitment

8.1 To review progress of the recruitment of an Administrative Assistant and make recommendations to Full Council.

Further to successful completion of the interview process, a suitable candidate had been identified.

The motion was proposed, the motion was seconded.

Members AGREED the appointment of the successful candidate, subject to references, and the associated Contract terms.

Members AGREED to prepare an Induction Pack for the new Administrative Assistant role.

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.

The application pack for the Clerk role was reviewed, ahead of the recommendation for recruitment to commence in January 2024.

Members AGREED the application pack for the Clerk role.

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 an amended Contract to meet current requirements.

08 To report Any Other Business

None

09 Date of next meeting.

TBC – January 2024