



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
MONDAY 15 APRIL 2024 at THE POPPY CENTRE**

Present: Cllr: M Green (Deputy Mayor)

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 22nd January 2024.

The motion was proposed, the motion was seconded.

Members AGREED the minutes of the Staffing Committee Meeting held on the 22nd January 2024. 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.

None

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 the next feedback meeting(s) as outlined in the relevant Contract(s) of Employment.

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 documentation in relation to the recruitment of 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 contractual documentation in relation to locum role(s).
- 8.4 To review and agree contractual documentation requirements and make recommendation to Full Council.
This is a duplicate agenda item. Members AGREED that it should be removed.
- 8.5 To discuss the position for a permanent town clerk job and procedures regarding pay and terms and conditions and when to advertise.
Members AGREED to progress recruitment for currently vacant role(s) and to prepare an application pack for approval at the next meeting.

08 To report Any Other Business

None

09 Date of next meeting.

TBC

Meeting closed 20:40