



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
FRIDAY 21 JUNE 2024 at THE POPPY CENTRE**

Present: 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

The motion was proposed, the motion was seconded, members AGREED to accept the apologies of Cllr M Green due to holiday.

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 15th April 2024.

The motion was proposed, the motion was seconded.

Members AGREED the minutes of the Staffing Committee Meeting held on the 15th April 2024. The Deputy 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 Recruitment

- 7.1 Update on the Administrative Assistant role and to 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.
- 7.2 To update on the recruitment of the Clerk role and agree interview arrangements.
Members AGREED the recruitment pack for the Clerk role, adjusted dates for submission and interview and interview arrangements.

8. Employment Protocols

- 8.1 To review pay considerations and to consider and agree any actions.
Members AGREED to take pay recommendations to the Full Council for ratification.
- 8.2 To review employee appraisal protocols and consider and agree any actions.
Members AGREED to carry out employee appraisals in line with Policy and relevant Contract(s) of Employment.
- 8.3 To review and agree contractual documentation requirements and make recommendations to Full Council.
Members AGREED to take recommendations to Full Council for ratification.

08 To report Any Other Business

None

09 Date of next meeting.

TBC

Meeting closed 20:30