

Staffing Committee Meeting minutes 21st June 2024

Brundall Memorial Hall

Present: Chairman Cllr K Wilkins, Cllr G Buckley, Cllr C Whitehouse, Cllr L Britt, Clerk Claudia Dickson.

Minute	Details	Action
	<i>Housekeeping</i>	
SC080	Apologies for Absence None	
SC081	Declarations of Interest None received.	
SC082	Minutes of the Last Meeting Resolved to approve the Minutes of 3 rd April and confidential notes for SC074-SC075.	
SC083	Job Descriptions Clerk and Deputy Clerk <u>Clerk</u> Specific Responsibilities item 2. amended from "To monitor the work of another officer designated as the Responsible Financial Officer." to "To act as the Responsible Financial Officer." Specific Responsibilities item 14, "as required" added. Specific Responsibilities item 18, "as required" added. <u>Deputy Clerk</u> Remove "Act as Cemetery officer for the Council." from Specific Responsibilities. Add "Council" to 4. Other "Undertake "one-off" projects as agreed by the Clerk."	
SC084	Appraisal System The Committee considered 3 alternative appraisal systems. One was considered an improvement on the current form however it needed a section for objectives for the next year and what help might be needed to achieve them. Cllr Buckley will revise.*	*Cllr Buckley
SC085	Expenses Policy A revised policy was presented for staff only. 4 amendments were made: 3. Method of Travel - "fully insured" was amended to "appropriately insured" as use of car will be for business not recreation. 4. Subsistence - "Claims for the costs of meals and beverages reasonably purchased when travelling on Parish Council business." was amended to "Claims for the costs of meals and beverages purchased when travelling on Parish Council business must be approved in advance." 5. Procedure – the following sentence was added: "Expenses claims by the RFO will be scrutinised by the Council." 8. Abuse of this Policy – this was amended to "Any abuse or allegations of abuse in the application of this policy or any deliberate falsification of a claim or the evidence needed to make a claim may result in disciplinary action."	

SC086	It was resolved to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss confidential staff matters.	
SC087	Staffing Update The Committee confirmed that the Deputy Clerk has decided she will not be remaining with the Council past her probation period. Cllr Buckley gave an update on a meeting her and Cllrs Britt and Whitehouse had had with the Admin Assistant. Roles and job allocations within the Deputy Clerk position were discussed. The Clerk will look at the budget for the remainder of the year to confirm how many hours are available.*	*Clerk
SC088	Items for the next Agenda (not for discussion) Staffing salary payment review – Cllr Whitehouse Appraisal system	
SC089	Calendar Dates for the Year Ahead: 13 th September 2024	
	Signed as a true record..... Date.....	