

Minutes of the Staffing Committee meeting held on the 3<sup>rd</sup> December 2024 at 6pm at Brundall Memorial Hall, Links Avenue, Brundall NR13 5LL

In attendance: Cllr K Wilkins (Chairman), Cllr K Applegate, Cllr L Britt  
Clerk: Mrs C Dickson

**1. Apologies for absence**

Cllr Buckley

**2. Declarations of interest**

None received.

**3. Minutes and Confidential Minutes of the meeting held on the 21<sup>st</sup> June 2024**

The minutes and confidential minutes of the meeting held on the 21<sup>st</sup> June 2024 were APPROVED and signed by the Chairman.

**4. To consider a revised appraisal system**

Several amendments were made including:

- de-personalising the questions,
- adding a performance rating (to be used across all aspects of the employee's job not as a single judgement on performance),
- a box for the employee to comment on the appraisal after the review

The amended document will be circulated to the Committee.

**5. To receive an update on the staffing salary payment review – Cllr Britt**

Cllr Britt has reviewed most of the staffing salary payments but will meet with the Clerk to confirm the final one. There has been difficulty with the links to the documents.

It was AGREED that there would be a quarterly review of the monthly salary payments going forward. To include any changes to the NJC increments and rates, and changes to employee hours.

**6. To discuss the paper presented by Land Management Committee on 25<sup>th</sup> November proposing employing a General Operative/Handyman**

Some questions were raised during the full Council discussion that need to be interrogated by the Finance Group and working group, to be fed back to the meeting on the 16<sup>th</sup> December, including concerns about employment, liability, training, equipment, holiday and sickness cover.

The scope of work and job description are key to understanding what is needed.

The **Clerk** will check if the handyman/cleaning contractor would temporarily extend the current contract for 3 months.

**7. To consider a resolution to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:**

**a) To confirm the employment of Clare Watkins**

Following a successful second interview in September, Clare Watkins was appointed Deputy Clerk and commenced her employment on the 7<sup>th</sup> October. This was RATIFIED by the committee.

The 3 month review will include setting objectives.

**b) To receive an update on the end of probation review for Rachel Miller**

The Clerk and Cllr Buckley carried out an end of probation review with the Deputy Clerk. There were no issues raised and she has had a very successful transition from Admin Assistant. The committee APPROVED her review.

**8. Items for next Agenda**

Salary review.

**9. Date of next Meeting:** mid-January 2025, date to be confirmed.

Signed: .....

Date: .....