



**Minutes of the Staffing Committee's Meeting held on  
Tuesday 5<sup>th</sup> April**

The meeting was held in the Lower Hall of the Village Centre

Present: Puddephatt (Chairman), Westbury and Strawson

Also Present: V Arkell (Clerk & RFO)

S22.1 To receive any apologies for absence

**None – Full attendance**

S22.2 To receive any declarations of interest

**None**

**Items to approve**

S22.3 To accept the 8<sup>th</sup> February 2022 Staffing Committee meetings as accurate

**The Committee resolved to accept the minutes as accurate**

S22.4 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items

**The Committee did not feel any items required exclusion**

S22.5 The proposed amendments to the Staffing Committee Terms of Reference

**The Committee resolved to accept the proposed amendments and will submit to Full Council for adoption**

S22.6 The proposed Induction Programme and Training Record

**The Committee resolved to accept the proposed Induction Programme and Training Record and will submit to Full Council for adoption**

S22.7 The reviewed and amended:

a) disciplinary policy

**The Committee resolved to recommend the adoption of the NALC disciplinary policy**

b) grievance policy

**The Committee resolved to recommend the adoption of the NALC grievance policy**

c) sickness and absence policy

**The Committee resolved to recommend the adoption of the NALC sickness and absence policy**

**Items to discuss and agree a course of action:**

S22.8 The proposed review and amendments to the Clerk/RFO contract of employment

**The Committee discussed the amendments and have some questions that require confirmation from NALC. The Clerk to contact NALC**



## **Minutes of the Staffing Committee's Meeting held on the 22<sup>nd</sup> August 2022 at 4pm**

The meeting was held in the Lower Hall of the Village Centre

Present: Puddephatt (Chairman), Westbury and Purcicoe

Also Present: V Arkell (Clerk & RFO)

S22.9 To receive any apologies for absence

**None – Full Attendance**

S22.10 To receive any declarations of interest

**None**

S22.11 To accept the 5<sup>th</sup> April 2022 Staffing Committee meetings as accurate

**The Committee resolved to accept the Council minutes as accurate**

S22.12 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items

**There were no members of the public present. The Committee did not feel any items required exclusion however items 22.13-22.17 should be minuted with confidentiality in mind**

S22.13 Report from the Clerk in conclusion of the employee appraisals

**The Clerk gave the Committee an overview of the appraisals. The Committee discussed the achievements and the dependability of the Council employees. Cllr Puddephatt previously circulated calculations outlining an increase in wages for consideration. The Committee resolved to recommend that employees on salary band 4 receive a 1-point salary increase from 1<sup>st</sup> October 2022**

S22.14 The Clerks annual appraisal

**The Committee discussed the Clerks appraisal. The Committee resolved to amend the appraisal form to incorporate a rating system for the next appraisal**

S22.15 Employee qualifications and training that needs renewing

**All employees have undertaken training to enable them to complete their job role safely and they do not feel they need to review any specific sessions. The Committee resolved to review whether there are any training needs in 12 months' time**

S22.16 The proposed amendments to Farnsfield Parish Council employee's contract of employment

**The Committee discussed the amendments and resolved to recommend the draft contract to Full Council on the 13<sup>th</sup> of September for approval**

S22.17 Employee holiday allowance remaining, and any holiday scheduled for 22/23

**The Clerk informed the Committee about the employee holiday status. Employees have been informed how much holiday they still have available and have been encouraged to take it**

S22.18 To note the Local Government Pay Claim 22/23

**The Committee noted the pay claim and requested the Clerk keep them updated as the updates come in**