



**Minutes of the Meeting of the Staffing Committee held on 26th November
2018 at 8pm**

Present Paul Mundy (Chairman), James Bell, Jim Gillett, Daljit Ryatt, Jane Hartley, Amanda Burton and Miranda Parker

Apologies for Absence – Jackie Jeffery and Mile Weldon

49/18 **Open Forum** - There were no residents present

50/18 **Declarations of Interest** – There were no declarations of interest

51/18 **Minutes of the Meeting held on 26th March 2018** - The minutes were approved by the committee

52/18 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved

53/18 **To review how the appraisal system had worked this year** – It was generally agreed that it had worked better than the previous year, partly because everyone was more familiar with it, and everyone followed the process put in place.

54/18 **To consider whether the Council should create more posts including one for a “Communications” role** – It was noted that the idea of employing someone to help with the website and social media was discussed at the last meeting. The idea of a wider “Communications” role came out of the Planning, Environment and Highways Committee but had not really been developed into a clear role. It was clear that to create a new role would take some care so as not cause confusion with the existing roles. It was agreed that a recommendation to budget for an extra member of staff would be made and the clerk and assistant clerk would come up with a proposal in due course.
Clerk’s note: there is a social media training course in January the clerk and assistant clerk intend to attend which should inform the job description.

55/18 **To consider training needs** – It was decided that the clerk would investigate health and safety training and that basic councillor training should be mandatory. The clerk was to ensure all councillors were made aware of when the next sessions are likely to be run – probably after the next round of elections in May. It was also suggested to check what training the insurance company might expect for litter picking.

56/18 **Open Forum to discuss staffing issues** – It was suggested that Councillors should let the clerk and assistant clerk know when they are away, and that councillors should be more willing to help with weekend openings because at present the assistant clerk is expected to be available seven days a week. The workload for both the clerk and assistant clerk remains a concern. It was agreed that Council should have a long-term plan to employ a caretaker to deal with evening and weekend bookings, and that this should also be included in the budget.

57/18 **To consider what pay recommendations the Committee would take to Full Council** – It was decided to recommend to Full Council that each member of staff is given a one spine point increase.

Date of next meeting – Monday 25th March 2019

There being no further business the open meeting closed at 8.55pm

Chairman's Signature