



palgravepc@gmail.com

Draft Minutes of a Staffing Committee meeting held at 7.30pm in the PDCC lounge on 1 December 2021

Present: Councillors Weston (Chair) and Dingle. Also in attendance Caroline Emeny (Clerk). There were no members of the public present.

1. Apologies for Absence –

Apologies were received and approved from Cllr Fausset.

2. Declarations of Interest and Dispensations -

None.

3. Minutes of last meeting – 7 January 2021

There were no matters arising from the previous minutes, which were approved and signed.

4. Governance -

There were no policies for immediate review in relation to the clerk.

Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press

5. Clerk's review –

Matters relating to the employment of the Parish Clerk and Responsible Financial Officer were considered. The Clerk's employment was reviewed in line with the contract of employment and job description. Councillors expressed their general satisfaction with the Clerk's performance and working relationships. An annual staff appraisal was carried out and signed by both parties.

The SCP rate was reviewed in accordance with the annual appraisal. It was agreed to increase the rate by 1 point to SCP25 effective January payslip. It was noted that the annual cost of living (CoL) increase by NALC, effective 1st April each year, was still not agreed which will be awarded retrospectively once approved by the negotiating parties. The new SCP rates were also unknown at this stage. It was agreed that time sheets will be sent to the Chair in future for approval.

6. The Clerk confirmed she remains happy with her work which is always interesting and varied. Frustrations are the lack of responses from Councillors when requesting feedback which often leads to persistent chasing by the Clerk. She continues to attend clerk networking sessions when she can and would like to do a budgeting course next year which she missed this year due to a diary clash.

7. Date of next meeting

To be arranged for November or 2022 before the budget is agreed.

2012 hours Meeting closed.