

**Staffing Committee Meeting**

**Monday 11th August**

**PART ONE – PUBLIC**

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| 11.08.01 | **Present:** Cllr Peter Bulmer (Chair), Cllr Julie Felgate, Cllr Amanda Miller, Cllr Krissie Myler, Cllr Keith Scargill, Cllr Amy Wainscott, Cllr Sian Wilkes  **In attendance:** Kath Lloyd, Admin Support |
| 11.08.02 | **Declarations of Interest:** There were nodisclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting. |
| 11.08.03 | **Minutes of 14th July Meeting**: The previous meeting on 14th July 2025 had been held as Part Two – no Part One minutes to approve as accurate. |
| 11.08.04 | **Terms of Reference:** Committee members reviewed the Terms of Reference and scope of the Committee and agreed to use caution when making binding decisions on behalf of the Council. |
| 11.08.05 | **Policies:** there was a discussion regarding the following policies, which had been drafted by Cllrs Wilkes and Felgate. **Resolved:** KL will type up and circulate to Committee members for approval at the next meeting:   1. Staff leaving/Exit Procedures/Return to Work Policy 2. Councillor recruitment and retention Policy     The Committee also agreed to include the work already carried out by the Development Working Party on Recruitment and Retention of Councillors**. Resolved:** Cllr Miller will share with KL. |
| 11.08.06 | **Interviews**: After a discussion, the following was agreed –   1. Interviews will be held on Friday 12th Sept and recommendation will be ratified by full Council at scheduled meeting on Monday 15th Sept 2025 2. Two panels – formal panel will consist of Cllrs Scargill, Wilks and Wainscott   Informal panel will consist of Cllrs Felgate, Miller and Myler plus three  Others, KL to confirm. |
| 11.08.07 | **Contract of Employment:** Committee members reviewed the NALC contract of employment for the incoming Clerk and suggested further amendments**. Resolved:** KL to make final amendments and circulate for approval at next meeting. |
| 11.08.08 | **Delegated decisions to report to council:** None to report |
| 11.08,09 | **Recommendations for council:** None to report |
| 11.08.10 | **Date of Next Meeting: Tuesday 26th August at 1pm** |

**PART TWO – CONFIDENTIAL**

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| 11.08.11 | **Present:** Cllr Peter Bulmer (Chair), Cllr Julie Felgate, Cllr Amanda Miller, Cllr Krissie Myler, Cllr Keith Scargill, Cllr Amy Wainscott, Cllr Sian Wilkes  **In attendance:** Kath Lloyd, Admin Support |
| 11.08.12 | **Declarations of Interest:** There were nodisclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting. |
| 11.08.13 | **Minutes of 14th July Meeting**: The minutes of the previous Part Two meeting were approved as accurate and signed by Cllr Bulmer.  **Matters arising:** Cllr Bulmer has carried out a Return to Work Interview with the Community Centre Manager who has now been signed off as fit to work.  **Contractor Hours:** It was clarified that the priority for the admin consultant role must be the recruitment of the new Clerk, but if there is time within the agreed 5 – 10 hours/week, some general admin support could be included as per the proposal agreed by Council on 21st July. |
| 11.08.14 | **Local Government Services Pay Agreement 2025 – 26:** Committee Members noted that NALC Has advised that The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. The Council has a contractual obligation to adhere to the increases as advised.  KL shared the details of the existing pay scales and the increased rates and Cllr Scargill confirmed that the increase had been factored into the Council’s budget for 2025 – 26.  There was also a discussion about the movement of staff from one Spinal Column Point (SCP) which is discretionary following satisfactory appraisals – see 11.08.16 |
| 11.08.15 | **Interviews: The following was agreed –**   1. Closing date for applications is 31st August – shortlisting will take place at 4pm on Thursday 4th Sept. 2. Interviews on 12th Sept will consist of formal questions and then an invitation to join a group of stakeholders for an informal coffee and chat. 3. KL will collate suggested questions and share with Members |
| 11.08.16 | **Appraisals:** It was agreed that Cllr Bulmer and Cllr Felgate will take responsibility for appraisals of current staff at the end of Sept/early October in order for any changes to the salary points to be factored into next year’s budget. If the new Clerk is in place, they can sit in as an observer. |
| 11.08.17 | **Delegated decisions to report to council:** None to report |
| 11.08,18 | **Recommendations for council:** None to report |
| 11.08.19 | **Date of Next Meeting:** Tuesday 26th August at 1pm  Thursday 4th Sept at 4pm (shortlisting) |