

**Staffing Committee Meeting**

**Tuesday 26th August 2025**

**PART ONE – PUBLIC**

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| 26.08.01 | **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 |
| 26.08.02 | **Declarations of Interest:** There were nodisclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting. |
| 26.08.03 | **Minutes of 11th August Meeting**: The Part One section of the minutes of the previous meeting were approved as accurate. |
| 26.08.04 | **Policies:** Committee Members considered the following documents –  **Staff Leaving/Exit Interviews** Proposed to adopt by Cllr Bulmer, seconded by Cllr  **Return to Work Procedures** Wainscott, motion passed unanimously. Agreed that  KL will update Staff Manual and include both processes.  **Councillor Recruitment and Retention/Expectations**  – Cllr Miller gave a verbal overview of both documents and the rationale behind their creation. Agreed to recommend adoption at next full Council meeting. KL will merge the documents and add logos, dates etc.  **Contract of Employment (using NaLC template) –** KL reported that she had spoken to NaLC and that Great Boughton Council is able to state that the contract does not include continuous service. However, it was advised that to remain in line with Union agreement, the Council should retain the two weeks’ notice of annual leave for the Clerk, rather than move to four weeks as suggested at the last Staffing Committee. Cllr Scargill proposed that the amended NaLC contract be adopted for use, seconded by Cllr Felgate and carried by a unanimous vote.  Cllr Bulmer thanked Councillors for all their hard work in creating the documents. |
| 26.08.05 | **Delegated decisions to report to council**: The following were approved on behalf of the Council -   1. Staff Leaving/Exit Interview procedures 2. Return to Work process 3. Contract of Employment |
| 26.08,06 | **Recommendations for council:** The following were recommended for approval by the Council  Councillor Recruitment and Retention/Expectations |
| 26.08.07 | **Date of Next Meeting:** Shortlisting of Applicants for interview – Thursday 4th Sept at 4.30pm in Parish Council office, Vicars Cross Community Centre. |

**PART TWO – CONFIDENTIAL**

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| 26.08.08 | **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 |
| 26.08.09 | **Declarations of Interest:** There were nodisclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting. |
| 26.08.10 | **Minutes of 11th August 2025 Meeting**: the Committee approved the Part Two section of the minutes of the previous meeting as accurate. |
| 26.08.11 | **Interviews:** The interview questions and the format of the interviews were discussed and KL was asked to make some amendments to the questions.The interviews will take place at United Reform Church on Friday 12th Sept 2025. |
| 26.08.12 | **Delegated decisions to report to council:** None |
| 26.08,13 | **Recommendations for council:** None |
| 26.08.14 | **Date of Next Meeting:** Shortlisting of Applicants for interview – Thursday 4th Sept at 4.30pm in Parish Council office, Vicars Cross Community Centre. |