



**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
MONDAY 10th OCTOBER 2022, 19:00 LAWTON MEMORIAL HALL**

Present:

Cllrs: L Grimshaw, B Newton, L Mackinnon

Clerk – Sue Davies

The meeting started at 19:00 PM.

22-23/S/1 To receive apologies for absence

None

22-23/S/2 Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders.

None

22-23/S/3 To receive any declaration of interests regarding agenda items.

None were declared.

22-23/S/4 To approve the Minutes of the meeting held on 10th February 2021.

The minutes of the meeting of the 10th February 2021, were approved by those present.

22-23/S/5 Consideration of a draft grievance policy for the Council.

The committee considered the content of such a policy and it was agreed that members read the material provided. It was agreed that the Clerk prepare a draft and then the committee reconvene to discuss further.

22-23/S/6 Consideration of a draft disciplinary policy for the Council.

The committee considered the content of such a policy and it was agreed that members read the material provided. It was agreed that the Clerk prepare a draft and then the committee reconvene to discuss further.

22-23/S/7 To agree the date of the next meeting – to be agreed.

22-23/S/8 To resolve to exclude the press and public due to the sensitive nature of the following items.

The Council resolved to exclude the press and public for the following items.

22-23/S/9 Staffing Issues

22-23/S/10 To receive a verbal report on staffing issues and to agree any recommendations to the Council.

The staffing needs of the Council were considered and it was agreed to recommend that total hours be increased to 52 hours a month which equates to 12 hours a week.

The need to replace the assistant clerk role was recommended, with hours shared between the clerk and assistant clerk.

It was noted that the clerk had not had a grade increase for several years and an increase was recommended applicable from 1st October 2022.