Stockton Heath Parish Council

Minutes of a meeting of the Employment Committee held at Stockton Heath Library on Tuesday 19 December 2022 at 6.45pm.

Present: Cllrs. Harris, Olsen (Chair of the meeting from Item 2), and Walker (chair for the first item)
Attending: Lara Jacob (Clerk)

Cllr. Walker was elected as Chair for the first item, as the Chair, Cllr. Harrison was not present.

E23/001 Appointment of Chair for the ensuing year
It was proposed by Cllr. Harris and seconded by Cllr. Walker.
Resolved that Cllr. Olsen be appointed as the Chair of the Committee.

E23/002 Apologies
Apologies were received and accepted from Cllr. Dutton, Jordan, Jones, Harrison, Wheeler.

E23/003 Declarations of Interest
No declarations of interest were made.

E23/004 Public Participation
No members of the public were present.

E23/005 Confidentiality
Resolved that Items 7 and 10 would be discussed with the exclusion of the press and public as the information related to individuals.

E23/006 Terms of Reference of this Committee
The current adopted Terms of Reference were considered and no recommendations for changes were made.

E23/007 Staff Salary Annual Review
This item was discussed with the exclusion of the press and public.
The confidential report on the annual review of the pay grading (salary scale point) of staff was discussed.
The recommendations in the report were accepted by the Committee and will be circulated to all councillors as a confidential report prior to the meeting of the full council in January 2024.

E23/008 Annual Appraisal
The current appraisal procedure and policy document were discussed.
There was an inconsistency between the Terms of Reference of the committee which delegated responsibility for the appraisal process to that committee and section 6.2.6 which indicated that the process needed to be initiated by the full council.
It was agreed that the Appraisal Policy should be changed from:
6.2.6 Full council will resolve during its meeting that the Appraisal Process is scheduled and will ask councillors to volunteer to offer their services to the process.
to:
6.2.6 The Employment Committee will resolve during its meeting that the Appraisal Process is scheduled and will ask its members to volunteer to offer their services to the process.
In addition, at 6.2.11 the word “during “ is to be inserted and at 6.2.12 the word “to” is

to be inserted to correct grammatical errors.
In addition, at 6.2.17 and 6.2.18 the words “Examples of” will precede the beginning of the second sentences.
The clerk will begin the Appraisal Process by agreeing dates with the assistant clerk and parish rangers. Once these are completed the clerk will approach the Employment Committee to set a date for the clerk’s appraisal.

E23/009 Employment Policies and Employee Handbook
It was agreed that there were no immediate amendments required to the policies. It was recognised that there might be an overlap between the Dignity at Work policy and the Equality Policy. Cllr. Olsen will compare the two policies and make any recommendations.

E23/010 Staffing Update

This item was discussed in closed session, with the exclusion of the press and public.
An oral report on staffing was provided.

E23/011 Date and Time of Next Meeting
TBA

Meeting closed at 7.30pm