Stockton Heath Parish Council

Minutes of a meeting of the Employment Committee held at Stockton Heath Library on Tuesday 7 January 2025 at 6.00pm.

Present: Cllrs. Dutton (ex officio) Goodman and Walker (appointed to chair first item then Chair for meeting).

Attending: Lara Jacob (Clerk)

E24/001 Appointment of Chair for the ensuing year
It was proposed by Cllr. Dutton and seconded by Cllr. Goodman.
Resolved that Cllr. Walker be appointed as the Chair of the Committee.

E24/002 Apologies
Apologies were received and accepted from Cllrs. Harris, Jones and Murphy.

E24/003 Declarations of Interest

No declarations of interest were made.

E24/004 Public Participation
No members of the public were present.

E24/005 Confidentiality
Resolved that Item 7 would be discussed with the exclusion of the press and public as the information related to individuals.

E24/006 Terms of Reference of this Committee
The current adopted Terms of Reference were noted and there was no recommendation to make any changes.

E24/007 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 2025.

E24/008 Annual Appraisal
The current appraisal procedure and policy document was discussed, with no changes suggested.

The clerk will begin the Appraisal Process by agreeing dates with the assistant clerk and parish rangers.

E24/009 Employment Policies and Employee Handbook
It was agreed that, besides minor correction of typos and grammar and updating of some financial information, there were no immediate major amendments required to the policies.
It was noted that there were queries to be followed up in the Dignity at Work Policy and that annual review dates for policies should be reconsidered.

E24/010 Recruitment to Clerk Vacancy

The current Recruitment Policy was reviewed with no changes considered necessary. The policy will be used to recruit to the clerk vacancy.
The draft job advert, job description, person specification and application form were reviewed and accepted.
It was agreed that the job advert would be placed with the Cheshire Association of

Local Councils (free) and up to £200 could be spent to place the advertisement with local press and Warrington Borough Council.
The recruitment timetable was agreed with the proviso that the final dates following appointment are open to revision.
The draft contract was discussed and agreed with no changes.
It was agreed that the Interview Panel will be made up of two councillors and the clerk, with councillors invited to volunteer at the full council meeting on 14 January 2025. Suggested interview questions and a scoring matrix will be circulated.

E24/011 Date and Time of Next Meeting

TBA

The meeting closed at 7.20pm