Stockton Heath Parish Council

Minutes of a meeting of the Employment Committee held on Tuesday 23 September 2025, commencing 6:30pm at Stockton Heath Library.

Present: Cllrs. Harris, Jones, Todd, Walker and Wheeler.
Attending: R Mott (Clerk)

1. Appointment Of Chair For The Current Civic year

Cllr. Todd and Cllr Harris were nominated, seconded and a vote was taken. Cllr. Todd accepted the position of Chair.

2. Apologies

There were no apologies.

3. Declarations of Interest

There were no Declarations of Interest.

4. Public Participation

There were no members of the public in attendance.

5. Terms of Reference

The Terms of Reference for the Employment Committee were reviewed, no recommendations were proposed and therefore these terms continue to be adopted for the civic year.

---------- PART TWO ----------

Matters for discussion in closed session (TWO)

Public Bodies (Admission to Meetings) Act 1960 s.2
A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

6. Probationary Period - Clerk

The Clerk Probationary Period was discussed and actions agreed including to set up an appraisal process between two members of the Employment Committee (including the Chair) and the Clerk.

The Clerk was politely asked to leave the room from 6.50pm, returning at 7.05pm. whilst the Employment Committee discussed confidential items relating to this topic.

The Committee and The Clerk mutually informally agreed to proceed towards making the appointment permanent. Cllr. Harris had raised concerns about the lack of due process at the meeting and concerns about the probationary period being approved before going through an appraisal.

Cllr. Harris felt her concerns were overridden by the Committee. Therefore Cllr. Harris reluctantly acquiesced but asked that her concerns were noted and that the formal process should be commenced immediately.

The Committee requested a copy of the current contract and NALC pay scales.

7. Job Descriptions and any Staffing Issues

The job descriptions were reviewed alongside current staffing levels and issues.

It was identified that there were several areas to be improved in order to fulfil all the items mentioned in the job descriptions, it was agreed that the Clerk should investigate and make a proposal regarding how to fill gaps discussed.

8. Date and Time of Next Meeting

Plans for the next meeting were discussed, along with actions before the next meeting. The Clerk was politely asked to leave the room again from 7.25pm until 7.35pm.

At 7.35pm Cllr. Wheeler left for another meeting.

The date and time for the next meeting was agreed as 28 October 6.30pm

The meeting closed at 7.38pm.