

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on
Monday 21 October 2024 at 7:30pm in the Bowls Pavilion**

Present: P Ellwood (PE) (Chair), H Smith (HMS), D Owen (DO)

In attendance: S Corder (SC) (Clerk)

1. Elect New Staffing Chairman

HMS Proposed PE for Chairman of Staffing – DO Seconded **ALL AGREED**

2. To accept and approve apologies for absence.

A Bradnam (personal), L Champion (personal)

PE Proposed to go into Confidential session – HMS Seconded **ALL AGREED** (Meeting closed 7:35pm)

Motion to exclude public and press

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be transacted at Agenda Items 3-7.

The public and press will be temporarily excluded from the meeting at this point and any present are herewith to withdraw.

3. Approval of minutes of the Staffing Committee meeting held on Monday 30 January 2023

DO Proposed to accept the minutes – HMS Seconded **ALL AGREED**

4. Declarations of interest and dispensation

a) To receive declarations of interest from councillors for items on agenda; None

b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None

c) To grant any requests for dispensation as appropriate; None

5. Staff Appraisals

The Staff appraisals were received and discussed with Committee Members

PE and Clerk carried out the Village Maintenance Person appraisal – nothing to report back

(Clerk to add top part of The Rowans and down along the double yellow lines to the Village Maintenance Person litter pick rounds and to include the roundabout)

HMS and PE carried out Clerk's appraisal – nothing to report back

HMS and Clerk carried out Deputy Clerk appraisal – nothing to report back

HMS and Clerk carried out Community Care Warden's appraisal – nothing to report back

Clerk to enrol on the SLCC Principles of Internal Auditing course - £120+ VAT

Clerk to arrange dates for next staff appraisals

6. To REVIEW Staffing Policies

Health and Safety – **no changes**

Employees Code of Conduct – **no changes ACCEPTED**

Internet and Email acceptable use policy – **referred to IT Working Group**

Recruitment Policy – **no changes ACCEPTED**

Training statement of intent – **no changes ACCEPTED**

Terms of reference – **remove Clerk's delegation of powers (not required) ACCEPTED WITH CHANGE**

Lone worker policy- **no changes ACCEPTED**

Lone worker risk assessment – **no changes ACCEPTED**

Equality and Diversity policy (NALC) - **ACCEPTED**

Grievance policy (NALC) - **ACCEPTED**

Disciplinary procedure (NALC) - **ACCEPTED**

Dignity at work/bullying and harassment policy (NALC) – **ACCEPTED**

7. To REVIEW Staff Pay Scales

Clerk, Deputy Clerk and Community Care Warden

Clerk – NALC updated pay scales are due out shortly which will include the hourly pay increase

HMS – The Community Care Warden has just completed 25 years working for the Parish Council: HMS Proposed to increase the pay scale from point 10 £13.28 to scale point 14 £14.21 – PE Seconded ALL AGREED

(Meeting opened 8:30pm)

8. Date of next meeting

Monday 19 May 2025

Meeting closed 8:34pm Signed Date