

# Great Chart with Singleton Parish Council

Founded in December 1894

## Minutes of the Staffing Committee meeting held remotely on Thursday, 29<sup>th</sup> April 2021 starting at 5.30 pm

**Present:** Cllrs Wiffen, Y Barker, McClintock and Sullivan  
A Szocs (Clerk)

The meeting commenced at 17.30 pm

### 1. Apologies for absence

None

### 2. Declarations of Interest

None

### 3. Minutes of the Previous meeting

The minutes of the previous meeting held on 25<sup>th</sup> February 2021 were approved as a true record.

|                                |                                |                       |
|--------------------------------|--------------------------------|-----------------------|
| <b>Proposed:</b> Cllr Y Barker | <b>Seconded:</b> Cllr Sullivan | <b>In Favour:</b> 4   |
| <b>Vote against:</b> 0         | <b>Vote Abstain:</b> 0         | <b>Motion carried</b> |

### 4. Appraisal

- a) The committee considered the Appraisal Policy and agreed to recommend it to the full council with the addition of – “there will be several regular, informal conversations between the Chair/Vice Chair and employee in the interim to follow up on the action plan”. The committee also agreed to recommend using template two as the appraisal form.

|                                |                                |                       |
|--------------------------------|--------------------------------|-----------------------|
| <b>Proposed:</b> Cllr Sullivan | <b>Seconded:</b> Cllr Y Barker | <b>In Favour:</b> 4   |
| <b>Vote against:</b> 0         | <b>Vote Abstain:</b> 0         | <b>Motion carried</b> |

### 5. Staffing

The committee reviewed the role of the Assistant to the Clerk in light of the successful completion of the Certificate in Local Government Administration (CiLCA) qualification. To improve the parish council’s resilience, it was decided to offer the Assistant to the Clerk the role of Deputy Clerk, able to stand in for the Clerk during periods of absence (holidays, sickness etc.) and also offer an element of succession-planning. The Staffing Committee recommended a salary scale for the Deputy Clerk, based on the National Joint Council payscale, of points 17-24. It was proposed that the Deputy Clerk start at point 18, having already achieved the CiLCA qualification. It was also discussed that as the Clerk also holds the post of Responsible Financial Officer (RFO), the Deputy Clerk would be invited to receive training in that role as well, with the expectation that, it time, the Deputy Clerk would be able to deputise for the Clerk in all areas of the role

### 6. Date and venue of next meeting

The next meeting is to be held on Thursday, 10<sup>th</sup> June 2021 starting at 5.30 pm.

The meeting closed at 18.25 pm

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_