



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness

Town Clerk: Mrs Becky Buck

Email: Office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

MINUTES OF THE STAFFING COMMITTEE MEETING HELD 7TH NOVEMBER 2022 AT 7pm IN THE PAVILION COMMUNITY ROOM

IN ATTENDANCE: Councillors Baker, Wright, Mackenzie and Pochin (19:42)
Town Clerk: Becky Buck

Councillor Wright was proposed and seconded to chair the meeting in the absence of the chairman.

1. To consider apologies for absence

Councillor Pochin advised he would be late to the meeting. Councillor Mundford gave apologies due to a prior engagement which were accepted by the Committee.

2. To receive declarations of interest and dispensation

There were no declarations of interest or dispensation received.

3. To adopt the minutes of the meeting held on the 27th June 2022 as a true record.

The minutes of the meeting held on 27th June were approved

4. To review the office workload.

The Clerk discussed the Council workload at length, she advised that some items haven't moved, and this was due to Adhoc work coming to the office which takes priority. The workload was noted by the Committee.

5. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)

All members of the press and public were excluded from the meeting.

6. Staffing Matters

a. Appraisals

i. To note the Direct Services Officer appraisal

The Clerk advised the Committee of the Direct Services Officer appraisal. She advised that he had met the objectives set for him at the last appraisal meeting and that all was satisfactory.

ii. To discuss and decide on recommendations as a result of the Direct Services Officer appraisal

The recommendations approved to go to full Council are.

- To increase the SCP from 15-16 from 1st October 2022
- To undergo training on PAT testing
- To undergo training on Welding as previously agreed.
- To undergo manual handling training.
- To provide battery operated tools up to the cost of £1500

Signed by the Chairman.....Date.....



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His Job Description was revised and approved by the committee.

iii. To note the appraisal of the admin officer.

The Clerk gave a verbal report of the admin officer, as this was her first appraisal, there were no previous objectives to meet. It was discussed that she had learnt her role well in what is an ever-changing environment. Her performance is satisfactory.

iv. To discuss and decide on recommendations as a result of the admin assistant appraisal

The following recommendations were approved by the committee.

- To undertake ILCA training in the New Year
- To undertake planning training.

Councillor Pochin joined the meeting.

b. Any other staffing matters

i. To review the working arrangements for the Town Clerk

The Clerk gave an update on her working arrangements, these were noted by the Council.

ii. Any other matters for members of staff

The Clerk informed the Council that the pay rise and an extra day annual leave entitlement as agreed by the National Joint Council and Unions had been awarded and back dated to 1st April 2022. The Clerk advised that this was a contractual obligation and as such the Committee noted the increase.

With there being no other business, the Chairman closed the meeting at 19:57.

Signed by the Chairman.....Date.....