

**MINUTES OF THE STAFFING COMMITTEE MEETING
HELD FRIDAY 25th APRIL 2022
3.00PM
BURBAGE MILLENNIUM HALL – HALL 2**

Present: Cllrs Mr S Attenborough, Mr R Flemming (Chair), Mrs D Glenville, Mrs S Iliffe, Mr K Lynch, Mrs M Sherwin

In attendance: J Perry (Principal Officer & Responsible Financial Officer)
Cllr Mr B Walker

9. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Mrs A Hall, Mrs P Spence & Mr P Williams. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Attenborough it was

RESOLVED – all apologies be accepted.

10. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest received from Members at this time.

11. MINUTES OF THE MEETING HELD 28TH MAY 2021

Minutes of the meeting held 28th May 2021 had been circulated to all Members and were considered. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Attenborough, it was

RESOLVED – the minutes of the meeting be approved and signed by the Chairman.

12. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present at the meeting.

In view of the confidential nature of the following items, a formal resolution was considered to exclude the press and public from the meeting pursuant to the public Bodies (Admissions to Meetings) Act 1960. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Lynch, it was

RESOLVED - that the Public Bodies (Admissions to Meetings) Act, 1960 be invoked excluding the press and public for consideration of the next agenda items

13. EMPLOYEES ANNUAL INCREMENTAL PAY AWARDS

The Principal Officer presented information indicating the current pay scale point for each member of staff. It was noted that four members of staff had reached the top of their pay scale range. Proposed by Cllr Mr Lynch, seconded by Cllr Mr Flemming, it was

RESOLVED - Four members of staff, not having reached the top of their pay scale range, be awarded a single increment point within their agreed pay scale effective from 1st April 2022.

14. PRINCIPAL OFFICER UPDATE REPORT

The Principal Officer gave a verbal report to members, with recommendations, covering the following:

- Carry forward of holiday allowances from 2021/22
- Report on additional hours worked by all staff during 2021/22, with an overall average total of 12.5 additional hours worked per week.
- Feedback on staff appraisals and workloads, detailing completed, ongoing and planned training.
- Successful completion of probation period for Deputy Principal Officer
- Resume of anticipated timeline and strategy for the recruitment of additional administration and grounds maintenance staff.

Members thanked the Principal Officer for the comprehensive report and confirmed their support of the recommendations, within the Principal Officer's delegation, to confirm successful completion of the probationary period of the Deputy Principal Officer forthwith and for the Deputy Principal Officer to commence training and portfolio work towards gaining the CiLCA qualification, at the next available round of intake.

Members requested that their best wishes and appreciation of the continued hard work of the staff team be extended to all.

There being no further business the meeting closed at 4.07pm.