



Laughton-en-le-Morthen Parish Council

The Village Hall
 Firbeck Avenue
 Laughton-en-le-Morthen
 S25 1YD

Minutes – Staffing Committee Meeting 30th October 2019

Present: Councillors: Mr G Price (Chairman), Mr S Johnson, Mr T Stanway. In attendance
 Parishioners: No parishioners were in attendance.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
SC 19/1	To elect a vice-chair for the ensuing year	
	It was resolved that Councillor S Johnson be appointed as Vice- Chair of the staffing committee.	
SC 19/2	To receive and approve reasons for absence	
	Councillors: Mr K Downing and Mrs T Hutson gave reasons for absence which were approved at the meeting.	
SC 19/3	To receive declarations of interest in respect of business on the Agenda	
	No interests were declared.	
SC 19/4	To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature of the business to be discussed.	
	It was resolved that items relating to the clerk's salary should exclude press and public due to the confidential nature of the item under discussion.	
SC 19/5	To review the staffing committee's terms of reference and if appropriate recommend any changes to full council.	
	Following advice by YLCA, it was resolved that the following changes be recommended to council in relation to the terms of reference: - <ul style="list-style-type: none"> • That the Chairman of the council and Vice-chair be ex-officio. • That the committee have five members. This is to ensure that a quorum can be formed and should be reviewed at May's annual meeting.	
SC 19/6	To agree line management responsibilities for staff members and receive, review and agree the clerk's latest appraisal.	
	It was resolved that Councillor T Stanway and Councillor G Price should jointly line manage the clerk and continuation of delegation of line management of the handyman shall be given to the clerk for day to day issues and reviews. An appraisal for the clerk to be conducted before 31 st December 2019.	
SC 19/7	In line with financial regulation 4.4 to submit a proposal to full council in relation to salary and training budget for 2020/21 budget.	
	Salary data from NALC is not available or minimum wage yet so an increase of 5% has been estimated. Clerk is at top of scale council agreed so no increment increase has been	Clerk

	calculated into budget at this stage. It was resolved that a budget of £14,279 is recommended to council allowed for salaries and £250 for training. It was further resolved that an up to date job evaluation be obtained through YLCA in order to check that the clerk's role is on the correct scale.	
SC 19/8	To agree the date and time of the next staffing committee meeting.	
	The date and time of the next staffing meeting was not arranged at this time but is expected to be held January 2020. The meeting closed at 7.55pm.	

Chairman

Date
