



HORNDDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT
JUBILEE HALL ON MONDAY 1st APRIL 2019 AT 6:30PM

PRESENT:

Cllr R Veitch (Chairman), Cllr Mrs L Evans, Cllr Mrs E Tickell, Cllr I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker).

PUBLIC ATTENDANCE: There were no members of the public present.

Meeting commenced at 6:30pm

SC001 19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr T Denston

SC002 19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC003 19/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 4th FEBRUARY 2019**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 4th February 2019 be duly signed as a true record of the meeting.

SC004 19/20 **TO RECEIVE A REPORT AND CONSIDER THE PROPOSED AMENDMENTS TO THE SICKNESS ABSENCE POLICY**

A report prepared by the Chief Officer was circulated and Members agreed to recommend the revised policy to Council with one amendment being as follows:

- Absence review meetings to be recorded and to remain on file for a period of 12 months. The wording regarding the issue of a warning to be deleted.

SC005 19/20 **TO AGREE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED**

There were no members of the public present.

Public meeting closed 6:45pm.


1st July 2019.

Confidential part of the meeting

SC006 19/20 **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 4th FEBRUARY 2019**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 4th February 2018 be duly signed as a true record of the meeting.

SC007 19/20 **TO RECEIVE A REPORT AND AGREE A RECOMMENDATION TO COUNCIL REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2019/20**

A report prepared by the Chief Officer was circulated and discussed. Members agreed to recommend to Council the proposed changes to salaries as stated within the report.

SC008 19/20 **TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF THE PROBATIONARY PERIOD IN RESPECT OF A STAFF MEMBER WITHIN THE PARISH OFFICE**

A report prepared by the Chief Officer was circulated, and Members agreed to recommend to Council that the post holder remains employed within the current role.

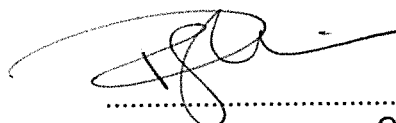
SC009 19/20 **TO DISCUSS THE CHIEF OFFICER'S APPRAISAL**

Cllr Mrs L Evans reported that she and Cllr R Veitch had carried out Mrs Baverstock-Jones' appraisal on 7th March 2019. The Staff Committee agreed the Appraisal with only supportive comments. The general feeling is that Mrs Baverstock-Jones is an excellent Chief Officer (CO).

SC010 19/20 **TO DISCUSS ANY PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2019/20**

There was a short discussion in relation to the CO salary. Council resolved to agree the appraisal and the salary award.

The meeting closed at 7.05pm



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Chairman

1st July 2019.
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Dated