



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 09 MARCH 2015 AT 6:00PM

PRESENT: Councillors A Forbes (Acting Chairman), J Mach, B Mowatt, Mrs I Weeks and Mrs E Tickell.

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council (Minute Taker).

PUBLIC ATTENDANCE: No members of the public were present.

SC032 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs S Schillemore and Cllr Mrs L Evans.

SC033 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

SC034 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 08 DECEMBER 2014**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 08 December 2014 be duly signed as a true record of the meeting.

SC035 **TO CONSIDER AND DISCUSS THE AMENDMENT OF THE TERMS OF REFERENCE IN RESPECT OF THE STAFF COMMITTEE**

A copy of the Terms of Reference in respect of the Staff Committee was circulated.

It was **RESOLVED** that the Terms of Reference remain the same. This was proposed and seconded.

SC036 **TO RECEIVE AND CONSIDER THE AMENDED DISCIPLINARY PROCEDURE**

Cllr Forbes commented that Paragraph 6.4 and 8.2 appeared to be incomplete and requested that this is corrected. Subject to these amendments, it was **RESOLVED** that the policy be approved and recommended to full Council.

SC037 **TO AGREE TO EXCLUDE THE PUBLIC AND 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**

It was **RESOLVED** that the public and press be excluded for the remainder of the meeting.

SC038 **TO RECEIVE AND AGREE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 08 DECEMBER 2014**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 08 December 2014 be duly signed as a true record of the meeting.

SC039 **TO RECEIVE A REPORT AND CONSIDER THE PROBATIONARY PERIOD IN RESPECT OF TWO MEMBERS OF STAFF**

It was **RESOLVED** to recommend that the Responsible Financial Officer and the Grounds Manager be employed on a permanent basis.

SC040 **TO RECEIVE AN UPDATE REGARDING THE FINANCE STAFF**

A temporary Finance Assistant has been employed through an agency. It was agreed to recommend to Council that the post be advertised and that a job description be produced

The meeting closed at 6:27pm.

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Chairman

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Dated