



Minutes of the Staffing Committee Meeting
Held at the Village Hall, Bishops Cannings at 7.30pm on Tuesday 2nd June 2026

Present: Cllrs Bone (Chair), Holden, Laver and Player.

In attendance: Alison Kent (Clerk).

1. Apologies for Absence: None.

2. Declaration of Interests: None.

3. Exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960: The Chair proposed the exclusion of the public and press, all in favour.

4. Appraisal Policy: The Chair had circulated the draft Appraisal Policy to all members and the Clerk. The Clerk noted that the committee's Terms of Reference stated that two members of the Staffing Committee should undertake the Appraisal, whereas the Appraisal Policy stated that it would be the Chair and two members of the Staffing Committee. The Clerk also wished to ensure that confidentiality was maintained when reporting back to the Council when members of the public were present.

The Committee confirmed its intent for the Clerk's appraisal to be undertaken by the Chair and two members of the Staffing Committee. The Chair would amend the documents and circulate the revised policy for adoption by the Council, seconded Cllr Player, all in favour.

The Chair also confirmed that the Appraisal Policy was designed to ensure the confidentiality of the process for all parties. The public and press would be excluded from any meeting where such matters were discussed. Appraisal documents would be made available to members on request.

5. Objectives to be agreed for the appraisal period: The Chair confirmed that the Appraisal Policy set the requirement for SMART objectives. These would be agreed between the Clerk and the Staffing Committee as soon as possible in order for an appraisal to take place by the end of September.

A further appraisal would be undertaken by the end of March, then annually. The Clerk noted that her Contract of Employment and the Terms of Reference referred to an annual appraisal, not half yearly.

6. Contract of Employment discussions: Members of the Committee had questions about the Clerk's current Contract of Employment. These mostly related to annual leave, sick leave and sick pay, salary and hours of work. The Committee would engage with WALC for advice as required.

Cllr Laver had viewed the contract and had several questions. The Clerk explained how she delivered her working hours and stated that she could not offer more than those hours agreed in her contract. The Clerk would circulate the NALC Model contract, current NJC salary scales and job profiling evaluation. The Committee note the Clerk's current pay level.

7. Feedback discussions with Chair of Staffing Committee: Reflecting its Terms of Reference and recognising the specific legal standing of the Clerk’s role, the Committee would continue to liaise routinely with the Clerk. This open dialogue would be outwith the formal appraisal process.

Actions:

Cllr Bone to redraft the Appraisal Policy.

Cllr Bone to review the Terms of Reference in light of the changes agreed in the Appraisal Policy.

The Clerk to circulate the NALC Model Contract, NJC salary scales and job profile evaluation to all.

The Clerk to circulate suggested objectives by 11th June for the appraisal period to 30th September.

Meeting closed at 9.13pm.

Signed.....

Date.....