

## ADDERBURY PARISH COUNCIL – STAFFING COMMITTEE

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT THE METHODIST HALL, CHAPEL LANE, ADDERBURY ON TUESDAY 25 FEBRUARY 2020 AT 9.00AM

**PRESENT:** Chairman Councillor Martin Rye; Councillors Sheila August, Diane Bratt and Ann Lyons.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer).

**APOLOGIES:** Councillor Keith Mitchell submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

**13/19 Declarations of Interest** - There were no declarations of interest.

**14/19 Minutes** - The minutes of the meeting held on 18 July 2019 were taken as read, duly adopted and signed by the Chairman.

**Resolved** that:

- 1) the minutes of the meeting held on 18 July 2019 be approved; and
- 2) the report from the Investigator be a confidential document, only available to the Staffing Committee members.

**15/19 Matters Arising from the Minutes of 18 July 2019** – There were no matters arising.

**16/19 Public and Press**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 17/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**17/19 Staffing** – Prior to the meeting, information on the Annual Performance Review for the Clerk and responsible Financial Officer had been circulated to the Committee.

**Recommended** that:

- (1) the Performance Review for 2020/2021 be approved;
- (2) information be obtained with regard to completing a Job Evaluation on the role of the Clerk and Responsible Financial Officer; and
- (3) the Clerk and Responsible Financial Officer be awarded an incremental rise to point 28 on the NJC pay scales, from 1 April 2020. **Action TG**

(Meeting closed 9.40am)

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Chairman