**Minutes of the Staffing Committee held at The Gladys Bevan Hall, Upper Beeding**

**on Tuesday 14th March 2023 at 7.00pm.**

**Present: Councillors:** B. Harber (Chairman), S. Birnstingl and I Ivatt

**Also present: Clerk:** Stephen Keogh

**S: 0323:01 Apologies for absence**

 Cllr J. Cannon gave apologies.

 I Allen was not present

**S:0323:02 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011.

**S:0323:03 Minutes of the last meeting**

The minutes of the meeting held on8th March 2022 were approved as a true and accurate record. Proposed Cllr Ivatt, seconded Cllr Birnstingl and agreed.

**S:0323: 04 Public Adjournment**

None present.

**S:0323: 05 Review of Policies:**

[**Lone Worker**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EXVdR0v611JDixz1D5AUKAEBx82uXVYSkKD80fYF0bRE0Q)

It was **AGREED** to recommend to **FULL COUNCIL** that no changes are required at the current time.

[**Grievance Policy**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EYJMCEOo3-dOvH56Q1aN0PoBR_GgsOTYn3TiNw9Aah4_yQ)

It was **AGREED** to recommend to **FULL COUNCIL** that no changes are required at the current time.

[**Discipline Policy**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EQE_EhOaHf1Es2d7uFRjh7sB9E2OSYj9zTFHNzVADzf9pQ)

It was **AGREED** to recommend to **FULL COUNCIL** that no changes are required at the current time.

It was **AGREED** that the policies should be reviewed annually.

**S:0323: 06 Confidential Session**

Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item S:0323:07 may involve disclosure of personal or privileged information which would be inappropriate to put in the public. Proposed Cllr Birnstingl, seconded Cllr Ivatt and agreed.

**S: 0323:07 Staffing Matters**

Staffing matters were discussed and the following recommendations were proposed Cllr Harber, seconded Cllr Ivatt and agreed:

* It was **AGREED** to **RECOMMEND** to Full Council that the Maintenance Manager’s hours would change, to accommodate the fact that the spring and summer are busier periods than the winter, with effect from 1st April 2023.

*The Clerk left the meeting.*

In the absence of the Clerk, the Councillors took the opportunity to discuss his probationary period.

It was agreed that his probationary period had been fully completed.

*The Clerk re-joined the meeting*

* It was **AGREED** to recommend to **FULL COUNCIL** that the Clerk’s probation period was completed successfully and that the Clerk would become a full-time member of staff.

Proposed: Cllr Harber Seconded: Cllr Birnstingl

* The Clerk’s salary will increase to point 33 with effect from 1st April 2023.

As set out in the Offer letter dated 16th August 2022.

All further increases would be agreed through appraisals.

Following Full Council on 21st March, a brief meeting would be held with the Clerk to set achievable targets against which the Clerk will be measured. These targets would be reviewed at appraisal.

**S: 0323:08 Matters raised by Councillors**

There were no matters raised.

There being no other business the meeting concluded at 8.10pm