

## **DRAFT MINUTES**

**Staffing Committee Meeting 4<sup>th</sup> March 2025 7.15pm**

**The Gather Ennerdale**

**Present: Cllr. J Thursz (Chair); Cllr. B Wright; Cllr. S Guise**

**Members of the public: 7**

**8. Apologies**

None Received.

**9. Declarations of Interest**

None Declared

**10. Minutes of the Staffing Committee meeting of 19<sup>th</sup> November 2024.**

**Resolved** to approve the minutes.

**11. Exclusion of Press and Public. The Public Bodies (Admission to Meetings) Act 1960.**

**Resolved** to exclude the press and public for agenda items 5-9 due to them relating to confidential staffing matters.

**12. Objectives from Clerk's Appraisal.**

**Resolved** to agree the objectives as listed within the appraisal report.

**13. Clerk's Hours and authorisation of payment.**

- **Resolved** to authorise the payment of 68.8 non-discretionary additional hours worked to the end of February 2025.
- **Resolved** to pre-authorise 10 additional in March 2025 and 10 additional hours in April 2025 for non-discretionary work, provided that an estimate of time per identified item is submitted to the staffing committee, before commencement. Over contract hours will be reviewed at the May 2025 Staffing Committee meeting
- **Resolved** to check with the Clerk if the full Council have previously agreed to publish responses to FOIA requests, if not to recommend to full Council making that available, to avoid repeat or similar requests arising.
- **Resolved** to recommend to full council that the cost of responding to the FOIA requests are also published.

**14. Amendments and updates to the Clerk's contract of employment.**

- **Resolved** to recommend to the full council for approval, the amendments contained in the confidential report.
- **Resolved** that a further amendment be drafted for consideration which reflects the Council's holiday pay arrangements in line with the latest government reforms (Holiday pay and entitlement reforms, 1<sup>st</sup> Jan 2024).
- **Resolved** that the Chair is authorised to sign the contract, once agreed, by the full Council

**15. Change in Clerk's personal circumstances.**

- **Resolved** to accept and support the Clerk's change in personal circumstances.
- **Resolved** that the Clerk's surname is updated on all documents, forms or contact details, to prevent any confusion to the Council or public.

**16. Update on the Clerk's other employment.**

The Staffing Committee recognise that the Clerk's other employment is not linked to her employment with E&KPC, so do not need to communicate with them regarding any staffing matters.

**17. Date of next meeting.** 6<sup>th</sup> May 2025, 7.15pm.

Meeting Closed 19.45