

**CLAYTON PARISH COUNCIL  
STAFFING COMMITTEE  
MEETING HELD AT CLAYTON LIBRARY– 2<sup>nd</sup> March 2020 at 7.45PM**

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**Minutes - draft**

- 2020/001      **PRESENT**  
Councillors: Pitts (chair) Thackwray & Shutt  
(Cllr Shutt replaced Cllr Andrew as per standing order)
- 2020/002      **IN ATTENDANCE**  
Helen Rankin (asst clerk)  
Claire Hepton (clerk)
- 2020/003      **APOLOGIES FOR ABSENCE**  
Cllr Andrew, Vasey & Thirkill – apologies approved.  
Cllr Ilyas – unauthorised absence
- 2020/004      **DISCLOSURES OF INTEREST**  
None
- 2020/005      **ADMISSION OF THE PUBLIC**  
None.
- 2020/006      **PREVIOUS MINUTES AND MATTERS ARISING**  
Minutes from 7<sup>th</sup> October were presented and approved as a true record of the meeting.  
**Proposed:** Cllr Thackwray                      **Seconded:** Cllr Pitts  
**All in favour**  
**Resolved:** Minutes from 7<sup>th</sup> October 2019 were accepted as a correct record of the meeting.
- 2020/007      **APPRAISAL OF THE CLERK AND ASSISTANT CLERK**  
The review of the clerk and assistant clerk had been carried out. Members received the report from the staffing chairman and clerk. Both roles had changed and grown as a result of extra pressure at the library and with the extra work that the allotments now brought. Both members of staff showed great flexibility which was vital for these roles. Both members of staff were thanked for their commitment to the council and recognised that the role was challenging at times.
- The proposals were as follows:
1. That the Asst clerk would move to 24hrs per week
  2. The asst clerk would move up one pay scale to SCP 21
  3. The clerk days of work would align with the asst clerk i.e Monday, Tuesday & Thursday.
  4. The clerk would move to SCP 27.
- Proposed:** Cllr Pitts                                      **Seconded:** Cllr Thackwray  
**All in favour**  
**Resolved:** That the staffing committee recommend that the proposals outlined above and approved and take effect from 1<sup>st</sup> April 2020. The item will be put to main council on March 19<sup>th</sup> for ratification.
- 2020/008      **UPDATED GRIEVANCE AND DISCIPLINARY POLICIES.**  
Members reviewed the policies.  
**Proposed:** Cllr Pitts                                      **Seconded:** Cllr Thackwray  
**All in favour**  
**Resolved:** That the staffing committee approve the updated policies.
- 2020/009      **PUBLIC CONSULTATION**  
None recorded
- 2020/010      **DATE OF NEXT MEETING**  
The date of the next meeting will be arranged by the clerk

**There being no further business the meeting closed at 8.00pm**