



## Minutes of the Staffing Committee Meeting of Alderholt Parish Council held at 7pm on Monday 4<sup>th</sup> November 2024 in the Committee Room.

**Present:** Cllr G Logan, Cllr M Smethers (Chairman) and Cllr R Stone.

**In Attendance:** Nicky Ashton (Parish Clerk).

### **12.24 Welcome from the Chairman.**

### **13.24 To receive and accept apologies for absence:**

Apologies were received from Cllr A Butler and Members **RESOLVED** to accept her reason for absence.

Cllr Logan attended as a substitute member to ensure the meeting was quorate.

### **14.24 To receive declarations of interest and/or consider the granting of dispensations:**

There were no declarations of interest received or granting of dispensations.

### **15.24 To confirm that the minutes of the Staffing Meeting held on 29<sup>th</sup> January 2024 are a correct record of that meeting:**

Members **RESOLVED** to approve the minutes as a correct record of the meeting.

### **16.24 Public Forum:**

There were no members of the public present.

### **17.24 To review Staffing Policies and Procedures:**

All policies and procedures relating to staffing were sent to Members prior to the meeting. The Clerk informed Members that employers now have a legal duty to take reasonable steps to prevent sexual harassment in the workplace which came into effect on 26 October 2024. Members **RESOLVED** to amend the Dignity at Work Policy to incorporate the new legal duty. It was also agreed for the Clerk to check all staffing policies are up to date with current employment law and present any amended policies at the next Staffing Committee meeting for formal approval.

### **18.24 EXCLUSION OF PRESS AND PUBLIC- In accordance with Standing Order 3(d) to RESOLVE that in view of the confidential nature of the following business items the press and public be excluded from the meeting pursuant to the Public Bodies (Admission to Meetings) Act 1960 (as amended by the local Government Act 1972 s.100):**

There were no members of the public present.

### **19.24 To review staff holidays:**

Members **RESOLVED** to make amendments to statutory days holiday stated in staff contract.



## **Minutes of the Staffing Committee Meeting of Alderholt Parish Council held at 7pm on Monday 4<sup>th</sup> November 2024 in the Committee Room.**

### **20.24 To carry out Clerk's appraisal:**

Prior to the meeting the Clerk had completed the appraisal form and this was discussed as part of the appraisal process. The Clerk has had a particularly challenging first year with the Council and her performance was praised by Members and other Cllrs whose feedback had been obtained prior to the meeting being held.

### **21.24 To discuss the Assistant Clerk's appraisal.**

The Clerk carried out the Assistant Clerk's appraisal in October in the presence of Cllr Smethers and a report was provided to Members. It was **RESOLVED** to approve the recommendations from the report.

### **22.24 To receive details of annual pay agreement 2024-2025.**

Members were provided with a copy of the annual pay agreement which was agreed by the NJC in October for the financial year 2024/25. The pay award will be added to the November full council agenda to be noted by the Council.

With no further business the Chairman closed the meeting at 8.59pm.