

MINUTES- EMPLOYMENT COMMITTEE MEETING

APPROVED 5.3.25

Date: Tuesday, 3rd December 2024

Time: 6:00 PM

Venue: 29 Mill Race View, Atherstone, CV9 3AR

In Attendance:

Councillors: Cllrs: S Bishop (Chair), K Barnett, C. Evans, & D Wright.

1. To elect a Chair of the Employment Committee

It was resolved to elect Cllr Bishop as Chair of the Employment Committee for 2024/25

2. Apologies

Apologies were received from Cllr N. Pritchett

3. Declarations of Interests and Dispensations

None.

4. Minutes of the previous Employment Committee

It was noted that the current Employment Committee has not previously convened a formal meeting, Minutes from this meeting and any subsequent meetings will be taken and shall be submitted to the Clerk for publication at the earliest opportunity.

5. Appraisal of Deputy Clerk

It was **resolved** to accept the appraisal dated 21.10.24 and to **recommend** to full council to pay the annual subscription to SLCC from April 2025 for Deputy Clerk's Professional Development. Proposed Councillor Barnett, seconded Councillor Evans.

A 6 monthly review of appraisal to be carried out in May 2025

Leave request for 2 days was noted and **approved** subject to Clerk's agreement.

6. Appraisal of Clerk

It was **resolved** to accept the appraisal dated 20.11.24. Proposed Councillor Evans, seconded Councillor Barnett.

A 6 monthly review of appraisal to be carried out in June 2025

7. Update on Job Evaluation Process

A verbal update was provided, which is detailed for members in a confidential report attached. It was **resolved** that Councillors Bishop and Evans arrange to meet with Clerk and Deputy Clerk to draft respective job descriptions.

Current office accommodation- Further to enquiries made about availability of Old Bank House for Town Council Office, it has been established that this is not currently a viable option, Chris Jones NWBC Facilities Manager is to advise about availability of office space within the Council House.

8.Appraisal of other employees

It was noted that the Clerk is to undertake appraisal of and develop job description for the cleaning/cemetery employee.

9. Appraisal Action Plan

It was **resolved to recommend** to Full Council the adoption of an **Appraisal Action Plan**, based on template in WALC Appraisal Guidance Unit 2, detailing appraisal process for each of the Town Council employees, with timeline until December 2025

10. Date of Next Meeting

It was **resolved** to hold the next Employment Committee meeting in June 2025 (date to be confirmed, but scheduled after 6 monthly appraisal reviews with Clerk and Deputy Clerk) venue to be confirmed.

The meeting was closed at 19:00.

ⁱ Personal details from publishable minutes drafted by Cllr Bishop have been removed due to GDPR concerns and are instead now contained within a separate confidential report for council members only.