

Minutes of Staffing Meeting 3rd February 2025

Present: Cllr Sonia Lofthouse, Cllr Nick Mallen (Chair), Cllr Bryan Urbick, Cllr Barbara Newman

No members of the public present.

1. Apologies: none
2. Declaration of interests: Cllrs Lofthouse & Urbick noted involvement in 7/8
3. Dispensation requests: none
4. Minutes of last meeting: approved unanimously
5. Appraisal Structure
Cllr Mallen suggested that it would be helpful for the staffing committee to take more ownership of the appraisal structure and that the committee take ownership of appraisals of the staffing team, working in pairs as follows:

Sarah: Cllr Mallen & Cllr Lofthouse

Mike: Cllr Newman & Cllr Urbick

Laura: Cllr Mallen & Cllr Newman

Roger: Cllr Lofthouse & Cllr Urbick

Jeremy: Cllr Mallen & Cllr Urbick

Agreed that a 360 degree approach to appraisals should be used with peer review as previously but with a specific request that we'd back should be constructive.

Actions: Cllr Mallen to re-work the appraisal framework as above to be ready for 1st April.

6. Date of next meeting: tba
7. Confidential items
8. To approve agreed responses to letter from L White

Agreed actions:

Feedback will be given at an informal meeting between Cllrs Mallen & Newman at a date, time and place to be agreed. **Action** Cllr Mallen

Main points for feedback are:

- a) Acknowledgement to make the Burial Ground contract a permanent position at SCP20.
- b) Change of line management
- c) Working from Home
- d) Request for CPD
- e) Horses issue

9. Review and Update Contracts
Review hours worked
Agree contracts
Look at resources required eg IT etc
Action: Run appraisals & a motion to include finding a new IT services supplier to be sent to the Clerk by COP. Action Cllr Newman

Meeting closed