

AI Summary of Staffing Committee Meeting held on 9th September 2024 at 1.00pm

- Toni introduces a new AI tool that records and summarizes meetings, mentioning a free trial with 300 minutes & notes the tool's usefulness, especially for writing and summarizing meetings quickly.
- Declaration of Interest and Meeting Minutes
- Cllr Hooper declares that she is deputising for the Chair of the committee and notes that there are no conflicts of interest related to staff and mentions the need to sign minutes from the previous meeting.
- The minutes from March 27th are discussed, with a focus on a new Clerks contract and the council's duty of care.
- Toni expresses satisfaction with her work and the support from the council
- **Staffing Matters and Contract Changes**
- The committee discusses the revised contract of employment for the clerk, effective April 1st 2024
- Jim proposes that the minutes represent a true record of the meeting and Councillor Hooper seconds. The motion is carried.
- Councillor Hooper outlines the staffing matters to be discussed, including any problems with staff.
- The council agrees that any staff issues should be reported to Judith Hughes as Chair of the Staffing Committee in the first instance.
- **Annual Appraisal of the Clerk**
- Cllr Hooper begins the annual appraisal of the clerk, Toni, discussing her changed hours and workload.
- Toni explains the impact of reduced hours on her workload, including additional responsibilities and training.
- The council discusses the need for better communication and documentation of Toni's toil.
- Toni and Jim agree on the importance of flexibility and clear communication regarding toil and payment and the knock-on effects of toil.
- **Budget and Staffing Adjustments**
- The committee considers the budget implications of Toni's reduced hours and the need for additional staffing.
- The idea of hiring an office assistant or apprentice is discussed to support Toni and Karen and prepare for retirement.
- The committee agrees to budget for eight hours of flexi-time payment for Toni's toil until the end of the financial year.
- The importance of retaining staff and ensuring they are fairly compensated is emphasized.
- **Finalizing the Appraisal and Future Plans**
- The council finalizes the high scoring appraisal, with Toni receiving an increase to point 35 on the pay scale with immediate effect.
- The plan to increase Toni's pay to point 36 at the end of the financial year is agreed upon.
- The committee discusses the need for clear communication and documentation of Toni's workload and responsibilities.
- The meeting concludes with a plan to review the budget and staffing needs in the next financial year.