



Barnton Parish Council

MINUTES FROM THE STAFFING COMMITTEE MEETING

Barnton Parish Council

Held at The Clerks Office, Barnton Cemetery on 14th August 2023 at. 5.30pm

ATTENDED BY;	Cllr Hughes, Cllr Devine, Cllr Phoenix
Min. Ref;	Item
1 STAFF1/08/23	APOLOGIES NOTED; Apologies were received from Cllr Ayhok, Cllr Coombes
2 STAFF2/08/23	To note Declarations of Interests from members NOTED; Cllr Devine declared interest on one candidate NOTED; Cllr Hooper was invited to attend in an advisory capacity.
3 STAFF3/08/23	Public Forum - members of the public are invited to speak on matters relating to the agenda NOTED; - N/A.
4 STAFF4/08/23	Approval of minutes RESOLVED; Cllr Phoenix proposed BPC accept the minutes of 19 th June 2023. Seconded, all agreed. .
5 STAFF5.1/08/23	PART B – Staff Matters RESOLVED;- It was proposed, seconded and all agreed To exclude Press and Public from the following items on the agenda <i>In accordance with the provisions of Schedule 12A of the Local Government Act 1972 and paragraph 10.2 of the Council's Access to Information Procedure Rules, the public and press are excluded during consideration of the following items as defined by the categories specified against them.</i>
STAFF5.2/08/23	NOTED; Applications for the post of assistant clerk were considered.
STAFF5.3/08/23	NOTED; Candidates were selected for interview
STAFF5.4/08/23	NOTED; Date for Interviews of 4 th September 2023 was agreed - 1pm – 6pm
STAFF5.5/08/23	NOTED; Interview panel comprising J. Weaver/Cllr Hughes/Cllr Phoenix was agreed
STAFF5.6/08/23	NOTED; Appraisal procedures were noted (interview/competency test/possible second interview)
STAFF5.7/08/23	NOTED; Working schedule for assistant clerk was deferred
STAFF5.8/08/23	NOTED; Assistant Clerks Increase in hours from 12 to 16 from April 2024 was agreed
STAFF5.9/08/23	NOTED; Clerks request to reduce hours from 35 to 26 from April 2024 was agreed
STAFF5.10/08/23	NOTED; Requested revision of working schedule for the Clerk was deferred
STAFF5.11/08/23	NOTED; Predicted reduction in salary budget for the next financial year 24/25 was noted
STAFF5.12/08/23	NOTED; Consideration of Contract of Employment for assistant clerk was deferred
STAFF5.13/08/23	NOTED; Commencement date of 23 rd October for assistant clerk was noted.
STAFF5.14/08/23	NOTED; Wednesday 23 rd August at 11.00am was agreed for appraisal of the Clerk Appraisers; Cllr Hughes/Cllr Devine
STAFF5.15/08/23	NOTED; Wednesday 23 rd August at 1.00pm was agreed for appraisal of other staff Appraiser; The Clerk.
6 STAFF6/08/23	Close Cllr Hughes closed the meeting at 18.40

Signed.....

Date.....