

WEST DEAN PARISH COUNCIL

MINUTES OF THE STAFFING COMMITTEE

Wednesday 15 May 2024 at 7.30pm

West Dean College

Present: Cllr Steve Corbett, Cllr Helen Court and Cllr Keith Goacher.

In attendance: Clare Kennett, Clerk to the Parish Council.

The meeting was chaired by Cllr Corbett. No members of the public or press were present.

1. **Election of the Chairman and signing of the Declaration of Acceptance of Office:** Cllr Corbett was proposed by Cllr Court and seconded by Cllr Goacher. Cllr Corbett was **ELECTED** as **CHAIRMAN**.
2. **Apologies for absence:** Cllr Cathy Slade.
3. **Election of the Vice-Chairman and signing of the Declaration of Acceptance of Office:** Cllr Goacher was proposed by Cllr Corbett and seconded by Cllr Court. Cllr Goacher was **ELECTED** as **VICE-CHAIRMAN**.
4. **Code of Conduct:** There were no declarations of interest or dispensation requests.
5. **Confidential business:** Members **RESOLVED** to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.
6. **Personal Performance Development Review (PPDR):** Members considered two templates for conducting the Clerk's PPDR which had been circulated before the meeting. It was **AGREED** to use option 1 which provided an easy-to-read layout. It was **AGREED** to conduct the PPDR at the meeting, which the Clerk was happy to do as she had prepared some notes on her performance in the role since starting in August 2023. The Clerk said she would write up the discussion on the template and would circulate it to members for comment, before including it on the agenda of the next full council meeting in July for approval.
7. **HR policies:** Members thanked Cllr Court for the policies she had drafted and circulated to members before the meeting. It was **AGREED** that the Clerk would compare them to the template policies provided by NALC [Templates \(nalc.gov.uk\)](http://nalc.gov.uk) and include them on the agenda of the next full council meeting for ratification.
8. **Civility and Respect Pledge:** Members considered the circulated report and it was **AGREED** to recommend adopting the Pledge to the full council at its next meeting in July.
9. **Announcements and items for the next meeting:** There were no announcements.

<p>10. Date of next meeting: It was AGREED to hold the next meeting before the end of the financial year in early 2025, unless a meeting was required sooner, so that any salary increase, as outlined in the Clerk’s contract, could be considered by the Council before the start of the new financial year. The Clerk would circulate dates next year.</p>	
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The meeting closed at 8.10pm.