

A meeting of the Employment & Personnel Committee was held in the Pavilion, Manor Park Sports Club, Hackthorn Road, Welton on Monday 11th March 2024 at 6.30pm

Present: Cllrs R Fletcher (Chairman), Mrs M Chapman, A Greenway, Mrs S Watson, M Powell, A Lowen, D Pikett and N Hornsey

Also Present: Cllr G Briggs

Clerk: Mrs J Murray

Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting.

A public participation session took place prior to the official start of the meeting.

24/03/01 Chairman's Remarks

The Chairman welcomed everyone to the meeting.

24/03/02 Apologies

Cllr Mrs Grimble was absent with no apologies given.

24/03/03 Declarations of Interest

None

24/03/04 Minutes

On a proposal from Cllr Greenway, seconded by Cllr Hornsey and **RESOLVED** following a unanimous vote that the notes of the meeting held on 8th January 2024 were approved and signed as the minutes.

24/03/05 Clerk's Report

The Clerk had nothing to report on this occasion.

24/03/06 Finance

Members received details of income and expenditure to 29.2.24.

24/03/07 Personnel Matters

Information regarding the CiLCA had been circulated with the agenda; it is estimated to take approximately 200 hours to complete. Fees are £275.00 payable to LALC which includes the introduction day, training spread across several sessions and mentoring for six months and £450.00 payable to SLCC upon registration - candidates have one year from the date of registration to complete and submit their work. Cllr Briggs had drawn up a draft Training Agreement and following an amendment this was agreed by all those present. On a proposal from Cllr Briggs, seconded by Cllr Greenway and **RESOLVED** following a unanimous vote for the Administration Assistant to take the qualification. On a proposal from Cllr Fletcher, seconded by Cllr Lowen it was unanimously **RESOLVED** following a vote to grant the additional hours required to complete the qualification and the council paying the relevant fees with the condition of her signing a Training Agreement.

24/03/08 Councillors Reports

None

24/03/09 Closed Session

On a proposal from Cllr Mrs Chapman, seconded by Cllr Greenway, it was **RESOLVED** following a unanimous vote for the Council to move into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for the following item on employment matters.

24/03/10 Employment Matters

Cllr Fletcher pointed out that the pay review has already been agreed at Full Council and gave a report of the Clerk's appraisal.

Chairman: **Date:**

DRAFT