



Broomfield and Kingswood Parish Council

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Minutes of the meeting of the Parish Council Staff Committee

Present: Cllr Mike Darling (Chair); Cllr Janet Tandy, Cllr Peter Page

Pam Bower – Clerk

Jo Gosden – RFO

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were excluded from this meeting

There were no declarations of intent to record the meeting by Councillors

Cllr Darling opened the meeting at 19:15

No	Item
1.	To receive and approve apologies for absence None
2.	Councillors Declarations of interest in items on the agenda 2.1 Lobbying – None 2.2 Personal Interest – None 2.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None
3	Clerks Annual Appraisal – Cllr Darling An update on the Clerks Annual Appraisal was provided and noted by Councillors.
4	Staff Pay Rates Consideration to be given to the staff pay rates Councillors considered and resolved staff pay rates for the remainder of the year.
5.	Staff Pay Review Consideration to be given to changing the date of the annual pay review which currently takes place in September/October Councillors considered and resolved that the annual pay review should take place in April in future.
6.	Staff Roles and Responsibilities Consideration to be given to defining the responsibilities of the Clerk and RFO Councillors considered and defined the responsibilities of the Clerk and RFO
7.	Confirmation of Staff working hours Staff working hours were confirmed.
8.	Training Opportunities for RFO and Clerk Consideration of the training opportunities available for staff to be considered Councillors considered and noted the training opportunities available to staff
9.	Annual Review of Home Working Conditions Following discussion Councillors requested that both the Clerk and the RFO undertake a self-assessment of their Home Working Conditions.
10.	Future Staff Committee Meetings Councillors resolved that future Staff Committee Meetings would be held on an as and when basis but at least once a year in April

11.	Any other information There was no other information
12.	Items for next agenda No items for the next agenda.
13.	Parish Council Meetings The next meeting of the Parish Council Staff Committee will be held on an as and when required basis but at least once a year in April. There was no further business, Cllr Darling closed the meeting at 20:02 <p style="text-align: right;">Signed _____</p>