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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge. PR3 3JP  Telephone: **01772 782461**  email: [clerk@longridge-tc.gov.uk](http://h)  website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Proceedings of Staffing Committee held on 7th June 2023

Present: Cllr. R Walker

Cllr. S Rainford

Cllr. R Ray

Jessica Dibble (Town Clerk)

**Min 07/06/0020 Welcome by Chairman**

Cllr. Robert Walker welcomed all members to the staffing committee meeting.

**Min 07/06/0021 To Appoint a Chairman**

Cllr. S Rainford nominated Cllr. R Walker as chairman of the staffing committee.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Ray

**Min 07/06/0022 To Appoint a Vice Chairman**

Cllr. R Walker advised that Cllr. D Little had registered his interest to join the staffing committee and be considered as Vice Chairman.

Cllr. R Rainford confirmed that she was happy to stand down in the interim to allow Cllr. D Little to join.

Cllr. R Walker proposed Cllr. Little as vice chairman 2022/2023

Proposer: Cllr. R Walker

Seconder: Cllr. S Rainford

**Min 07/06/0023 Receive Apologies**

Cllr. L Jameson

**Min 07/06/0024 Declarations of Interests**

None Declared.

**Min 07/06/0025 Terms of Reference**

Cllr. S Rainford proposed that the committee adopt the same Terms of Reference which were drafted in 2022/2023 for year 2023/2024.

Proposer: Cllr. S Rainford

Seconder: Cllr. L Jameson

**Min 07/06/0026 Caretaker Role**

Committee reviewed the current draft of the Caretaker role.

Cllr. R Walker proposed that the Clerk review the additional information which was submitted by Cllr Walker and defer the matter until the next staffing committee meeting.

Councillor Walker then proposed that items eight and nine are brought forward.

Proposer: Cllr. R Walker

Seconder: Cllr. S Rainford

**Min 07/06/0027 Clerk Office Hours**

Committee members reviewed the Clerks office hours and agreed that the hours require updating on the door notice and website.

Committee agreed that the Clerks office hours should be an open-door policy from 9:30am – 12:30pm to enable the Clerk to carry out administrative tasks in the afternoon with little disruption.

It was then agreed that Councillors should make appointments to see the Clerk between 10am to 1pm, Monday to Friday.

**Min 07/06/0028 Clerks Annual Review**

Committee advised the Clerk that they were happy with the Clerks progress and that all feedback had been very positive.

The committee began to review the Clerks job description and the development matrix which was completed by the Clerk at her six-month probation review.

It was agreed that the Clerk would complete another development matrix to highlight to council which areas she was working confidently in and which areas she was working towards.

The Clerk was asked if there were any additional courses or training the Council could support her to complete in which the Clerk advised she would like to enrol on some accountancy training.

The Clerk was asked the status of her ILCA qualification. It was noted that the Clerk is yet to start this qualification due to time.

*At 20:16 the Clerk was asked to leave the room.*

**Min 07/06/0029 Clerk Contracted Hours**

The Clerk was asked to return to the room at 20:32 to discuss the current contracted hours.

The committee advised that it had become apparent that 25 hours per week was not enough time to complete the workload, work effectively towards a qualification and take back any time the Clerk had accrued due to out of hours meetings.

The committee agreed unanimously that the Clerk should be contracted to 30 per week.

Further to the additional hours, the committee also agreed that the Clerk would be paid in line with other Town Clerks under the NJC Pay scale.

It was then agreed that the Clerk would have a mid-year review to ensure that the additional hours were used to focus on the additional qualifications, current workload and aged workload which is in need of review.

Meeting closed 21:15