

MINUTES OF THE STAFFING & EMPLOYMENT COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, HIGH STREET, TRING HP23 4AB ON MONDAY 6TH NOVEMBER 2023 AT 9.35PM

Present: Councillors: P. De Koning (Chairman)
P. Reynolds
C. Blair
P. Hearn
N. Nutkins

Also Present: Mrs L Housden (Town Clerk)
0 Members of the Public

21645. **TO RECEIVE APOLOGIES FOR ABSENCE**

All members were present

21646. **TO MAKE DECLARATIONS OF INTEREST**

None

21647. **TO CONFIRM THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13th MARCH 2023**

RESOLVED: Proposed Cllr Hearn, seconded Cllr Nutkins. To accept the Minutes subject to the year being amended at paragraph 21358 to 2022 and for the Chairman to sign them. Unanimously agreed.

21648. **PUBLIC PARTICIPATION**

No members of the public were present nor had any comments been received.

21649. **EXCLUSION OF PUBLIC & PRESS**

A resolution was considered that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during the following items of the agenda for this meeting because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business.

RESOLVED: Proposed Cllr Hearn, seconded Cllr Reynolds. To exclude members of the press and public. Unanimously agreed.

21650. **STAFFING MATTERS**

The Clerk circulated a report prior to the meeting.

(i) **Staff Appraisals:** The Chairman and the Clerk summarised matters arising from discussions with staff.

(ii) **The Clerk's appraisal:** The Mayor summarised the appraisal he had with the Clerk. Discussions took place as to the staff's safety conditions working in the Council chambers and measures that could be put in place to lessen the risk,

specifically a buzz entry system and suitable signage/messaging clarifying that rude or abusive behaviour will not be tolerated.

Cllr Hearn left the meeting

(iii) The committee was asked to consider requests made by the Deputy Clerk for a salary grade evaluation and to increase her hours of employment.

RESOLVED: Proposed Cllr De Koning, seconded Cllr Reynolds

(i) To note the annual appraisals and any matters arising.

(ii) The committee members gave verbal comments to the Clerk and a written report was provided by the Chairman following the meeting. It was agreed the Clerk can continue to park at the Market Place for another year provided it was also made available to other members of staff on request.

(iii) To instruct the Town Council's independent HR consultant, C P Associates, to carry out a salary grade evaluation from the deputy clerk (in the region of £395). Not to increase the deputy clerk's hours at this time but to continue to review in respect of any increase in workload or for a specific identified project.

Unanimously agreed.

The meeting was closed at 10. 20 pm

Chairman