

Uppingham Town Council
Staffing Committee held at the Town Hall on Wednesday 26th October 2022 at 5pm

Present: Liz Clarke, Ron Simpson, David Casewell, Sam Findlay Christine Edwards, Lindsay Cooper -
joined at 5.45pm

Also present Cynthia Ondeng – Admin Assistant to Town Clerk

- 22/079 **Welcome.**
Cllr Simpson welcomed members to the meeting.
- 22/080 **To receive apologies for absence.**
Apologies for absence were received from Councillor Mark Shaw
- 22/081 **Declarations of Interest.**
There were none.
- 22/082 **To confirm minutes of the previous meeting (15th June 2022)**
It was proposed by Cllr Christine Edwards, seconded by Cllr Liz Clarke, and
resolved unanimously.
- 22/083 **An opportunity for members of the public to speak. (Limited to 15 minutes total)**
No members of the public were present
- 22/084 **To consider the following resolution “That in the view of the confidential nature of the of the following agenda item, the press and public be excluded from the meeting, in accordance with the public bodies (admissions to Meetings) Act 1960, Section 1.**
It was proposed by Cllr David Casewell, seconded by Cllr Christine Edwards, and **resolved unanimously.**
- 22/085 **To receive the Clerk’s Appraisal and set targets for the coming year.**
Cllr Ron Simpson presented all members of the Staffing Committee with copies of the Clerk’s appraisal and invited members to provide opinions on the comments from the Clerk. The members recognised that the Clerk is a very experienced councillor who has delivered positive changes to the Town Council over the past 12 months mostly on her own. The Clerk has made great strides in digitising the allotments, cemetery and finances. A new Admin Assistant has now been recruited and training for the new software has been undertaken by the Clerk.
- 22/086 **To discuss and approve if appropriate any recommendations regarding the performance/salary implications.**
The Clerk intimated the need to work from home for at least 2 days as the office gets quite a high traffic and time is lost in the process.
The salary scale for the Clerk needs to be reviewed.

Recommendations to Council will be:

- a) That the Clerk works 2 days from home i.e on Tuesdays and Thursdays.
- b) To consider the Clerk's remuneration package.
- c) It was agreed that future appraisals will take the format of the modified framework.
- d) 3-4 year financial plans.
- e) Members to set out priorities to the Clerk.

There being no further business, the Chairman closed the meeting at 6.28pm.