**Uppingham Town Council**

**Staffing Committee held at the Town Hall on Wednesday 13th December 2023**

Present: Ron Simpson (Chair), Pat Dalby, Christine Edwards, Barry Hobbs, Godfrey Jennings, Mark Shaw

Also present Sharon W Coe – Town Clerk

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| SC23/101SC23/102SC23/103SC23/104SC23/105 |  | **Welcome.**Cllr Simpson welcomed everyone to the meeting. Confidential papers were distributed and members for members to read.**To receive apologies for absence.**Apologies had been given by Cllrs Clarke, Cooper, and JohnsonProposed, seconded, and **Resolved unanimously.****To consider the finalised appraisal documents for the Clerk/Administration Assistant, and any recommendations arising therefrom.**The Chair explained the process which was followed last year very successfully**.**All council members had been invited to give feedback. Clarification was sought and answered regarding the General Power of Competence objective and questions regarding the Poor’s Charity. A comment was made regarding the response rate.**Resolution.*** **That the Council receives the 2023 Town Clerk Appraisal.**
* **That the council approve the agreed aims and objectives outlined in section 3.7.**
* **That the council approve a salary incremental uplift based on the recently agreed local gov pay scales for 2023/24.**
* **That the council further review the Town Clerk’s grading in twelve months.**

Proposed, seconded, and **Resolved unanimously.**A question was raised regarding the Administration Assistant. The Clerk had completed an appraisal with Cynthia and was awaiting her completed forms. The Clerk answered some clarification questions regarding extra time worked in the office by both parties which would be part of a wider debate in the future, looking in part at did the hours fit the jobs?.**To discuss Officer/Member protocol**The Clerk had found an officer member protocol. She stated a couple of examples to highlight some issues that had been experienced.* Members organising meetings without her knowledge.
* Members coming to the Town Hall unannounced and using the chamber.
* Incorrect social media posts on Next-door by members.
* Lack of respect and in certain cases being disrespectful to the Clerk.

A discussion took place, and it was felt that we should emphasise the social media policy at the next council meeting.**To consider initial drafts of a Staff Handbook.**The Clerk had started to put together a Staff Handbook which was distributed to the committee, it was very much a working draft and she intended to tailor it to suit Uppingham and bring it back to this committee for scrutiny. Offers of help were given and the Clerk gratefully received this offer at a point where the draft was in a more workable format.The Chair closed the meeting at 7.15PMSigned ……………………………………………………Chair of StaffingDated …………………………………………………….  |
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