



**MINUTES of the EMPLOYMENT COMMITTEE MEETING of FEERING PARISH COUNCIL
held at Feering Community Centre on Tuesday 19 March 2024 at 6.45 pm**

- Present:** Cllr P Lees (Chair) Cllr P Carlaw Cllr N Warwick
Lisa Collins – Clerk to the Council
- 001/2024 Welcome and Apologies**
Cllr Lees welcomed everyone to the meeting. Apologies were received from Cllr S Taylor.
- 002/2024 Declarations of Interest**
No declarations of interest were received.
- 003/2024 To approve the minutes of the meeting of the Employment Committee held on 3 October 2023**
After discussion it was **agreed** that the minutes of the Employment Committee were approved. Proposed by Cllr Lees, seconded by Cllr Carlaw
- 004/2024 Resolution to exclude public and press**
After discussion it was **resolved** to exclude public and press from the meeting due to the confidential nature of the business to be discussed. Proposed by Cllr Lees, seconded by Cllr Warwick.
- 005/2024 To confirm Clerk's progress against targets**
After discussion around the targets, targets 2, 3 and 4 have been met but target 1 whilst being met needs to continue as a target, and it was **agreed** that the Clerk's targets for the year had been substantially met.
- 006/2024 To agree recommendations regarding Clerk's salary to Full Council**
After discussion, it was **agreed** that a recommendation would be made to Full Council that an additional performance point should be awarded to the Clerk for 2024/2025. Proposed by Cllr Lees, seconded by Cllr Carlaw.
- 007/2024 To confirm salary points for the new Clerk role and Assistant Clerk roles**
After discussion it was **agreed** to recommend to Full Council the salary points for the additional Clerk Role proposed by Cllr Lees, seconded by Cllr Warwick, and new Assistant Clerk Role, - proposed by Cllr Lees, seconded by Cllr Carlaw.
- 008/2024 To confirm the job description for the Assistant Clerk**
i After discussion it was **agreed** that the job description for the Assistant Clerk role should be approved and circulated to start the recruitment process. Proposed by Cllr Lees, seconded by Cllr Carlaw.
- 009/2024 To agree to postpone setting of the Clerk's targets for 2024/25 financial year in light of FPC becoming sole trustee of the FCC CIO to May 2024**
After discussion it was **agreed** that the setting of the targets for the Clerk for 2024/25 should be postponed until May 2024 once the Parish Council has become the sole trustee as one target would need to be management focussed. Proposed by Cllr Warwick, seconded by Cllr Lees.

010/2024 Items for Next Agenda

Targets for 2024/25 clerks target and assistant clerks.

Date for next meeting

Friday 19 April 2024 at 10.00 am

There being no further business the Chair closed the meeting at 7.22 pm and thanked everyone for attending.

Signed

Paul Lees

May 2024