



Goostrey Parish Council

STAFF COMMITTEE

MINUTES of the MEETING on THURSDAY 15TH APRIL 2021 at 7.00PM

Via Video Conference

Present: Cllrs Morris (KM)(Chairman, Rathbone (TR)(Vice-Chairman) & Ross (CR)

In attendance: S Jones, Clerk to the Council and Cllr Beckham (Chairman of VHMC)

1. **Declarations of Interest** – There were no declarations made.
2. **Apologies for Absence** – Apologies for absence were received from Cllr Lord.

PART TWO

MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

3. **Minutes of the Meeting of the Staff Committee on 15th January 2020** - **Resolved:** *The Minutes of the Meeting on 15th January 2020 were accepted as a true record of the meeting.*

4. Staff Matters

- a. Recruitment of VH Supervisor – The Village Hall will reopen on a date, yet to be agreed, after 21st June 2021. In order to re-open a Village Hall Supervisor needs to be in place and trained prior to the date of re-opening.

Resolved: *The Staff Committee resolved to:*

- *start the recruitment process for a Village Hall Supervisor on a variable hours contract of between 5 and 20 hours (subject to demand).*
- *advertise the position locally, through websites notice boards and social media with a submission date of 10th May 2021.*
- *contact the short listed candidates who applied for the roled in 2020, to inform them that the post is being re-advertised and to allow them the opportunity to re-apply if they wish to do so.*
- *approve the job advertisement, application form and new job description. (view documents at <https://goostrey.info/new-job-opportunity-goostrey-village-hall-supervisor-closing-date-10th-may-2021/>)*

Actions:

- Clerk to post the job advert on all Village Notice Boards and the Parish Council website.
- Clerk to contact applicants from 2020

- Arrange a Staff Committee Meeting on 11th May to review any applications received.
- b. Performance Review Timetable 2021 – **Resolved:** *The date for the Clerk's performance review was set for 2pm on 25th June 2021.*
- Action:** Clerk to send training materials for Performance Reviews to TR
- c. Performance Review Policy – Review – The Staff Committee reviewed the policy.
- Resolved:** *The Staff Committee resolved that there were no changes required to the policy following the review and the review date for the Performance Review Policy will be set as April 2022.*
5. **Correspondence** - No correspondence had been received.
6. **Minor Items and Items for the Next Meeting** - There were no minor items.
7. **To confirm date of the next Meeting** – The next meeting will be on 11th May 2021.