

COOKHAM PARISH COUNCIL
Minutes of a Meeting of the STAFFING COMMITTEE

Held in the Community Room on Tuesday 6th September 2022 at 6.30pm.

Part Two
Strictly Private and Confidential
(Held under Standing Order 3d excluding the Press and Public)

PRESENT: Cllrs M. Howard (Acting Chairman), L. Austin and M. Brar.

1. TO DISCUSS THE COMPLETION OF THE ASSISTANT CLERK'S THREE MONTH PROBATIONARY PERIOD:

Earlier in the week the Assistant Clerk had resigned. Cllr Howard had completed an exit interview, the details will be shared in due course to see what lessons can be learned. Cllrs and Clerk will review the recruitment details to ensure that the advert and job description manage the expectations of applicants to the role.

2. TO PROVIDE A PROGRESS UPDATE ON THE RE-EVALUATION OF THE CLERK AND ASSISTANT CLERKS ROLES AGAINST THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES (NJC) PAY SCALES:

Following on from the decision to proceed with the re-evaluation of the roles, the Clerk has provided the details of the SLCC advice team to Cllrs. Cllr M. Howard has made initial contact and will follow this up.

Following the resignation of the Assistant Clerk, the Staffing Committee would like to hold a meeting on 20th September to discuss the recruitment of a replacement.

The Meeting closed at 8.25pm