

COOKHAM PARISH COUNCIL**Minutes of a Meeting of the STAFFING COMMITTEE****Held in the Community Room, Cookham Library on Tuesday 18th April 2023 at 6.30pm.****Part Two****Strictly Private and Confidential**

(Held under Standing Order 3d excluding the Press and Public)

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

Members of the press or public were excluded.

1. APOLOGIES:

Apologies were received from Cllr P. Roe.

2. DECLARATION OF INTEREST:

None.

3. TO CONSIDER THE SLCC LOCAL COUNCIL CONSULTANCY REPORT 'REVIEW OF THE STAFFING STRUCTURE, SALARY LEVELS AND FUTURE NEEDS' AND FURTHER STEPS:

The Committee accepted the LCC report and recommended it to Full Council for review. This will be added to the Full Council Agenda in June with an item to take initial steps to prepare a Corporate Plan, which was a key recommendation of the report.

The summary of key findings in the report were: low staffing levels, the need for a Corporate Plan, investigation into the use of software packages, the Council office and additional resources. Although there are some aspects of the report that it was felt were either not suitable for this council or had been looked at recently, generally, the findings were of interest and would be the base of further discussions.

4. TO CONSIDER THE STEPS NEEDED FOR THE ADMINISTRATION CLERKS SIX MONTH REVIEW:

Cllr C. Aisladie and the Clerk to agree a date to discuss next steps and set a date with the Administration Clerk before the probation period of six months end on 21st May 2023.

5. TO AGREE THE DATE FOR THE CLERKS APPRAISAL:

Cllr C. Aisladie and the Clerk to agree a date prior to the change in Cllrs following the election. The appraisal will take the same format as that held the previous year.

The meeting closed at 7.30pm