



**Minutes of the Meeting of the Working Practices Committee
Wednesday 16 March 2022
7.30pm**

Present: Cllrs Doug Waller (Chair), Dave Homer, Roy Margetts and Sarah Wilson.

In attendance:

G Burt, Clerk to the Council

12/22 Chairman's Announcements.

The Chairman advised

1. That the meeting was being streamed to the internet;
2. That Cllrs wishing to speak should raise their hand and speak loudly and clearly.

13/22 Apologies

Apologies for absence were received from Cllrs Paul Berry and Craig Gale - prior commitments. On the proposal of Cllr Sarah Wilson, seconded by Cllr Dave Homer **RESOLVED** to accept the reasons given.

14/22 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

None.

15/22 Public Session.

None.

16/22 Approval of the Minutes of the Working Practices Committee meeting held on 12 January 2022, previously circulated.

On the proposal of Cllr Dave Homer, seconded by Cllr Sarah Wilson **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

17/22 Matters Arising

None.

18/22 To consider suggested changes to Grant Policy.

Members considered some changes to the policy, prompted by the recent awarding of a considerable CIL grant.

On the proposal of Cllr Sarah Wilson, seconded by Cllr Roy Margetts **RESOLVED** that the Grant Policy be amended accordingly to reflect:

- i. the need to show that quotes had been sought, depending on size of project.
- ii. that new projects should be largely sustainable;

- iii. the current practice that grants for capital expenditure are only released upon production of a copy of a paid invoice, showing that the project was underway or completed.
(Revised Grant Policy on website.)

19/22 To consider Model Policy on Staff Appraisals / Guidance.

At the last meeting the Clerk had advised that Staff Appraisals had not been undertaken the last two years due to working from home, furlough etc. and the Committee asked for the subject to be on the agenda, so as to review their purpose and use etc.

Although the Clerk reported that staff felt they were pointless and a waste of time, the Committee felt that they should still stake place, but be perhaps revamped to make them more purposeful.

On the proposal of Cllr Sarah Wilson, seconded by Cllr Doug Waller **RESOLVED** that End of Year Reviews be held in future, and the Clerk would report back on the format such reviews might take.

20/22 To consider adopting new Model Standing Orders

Members reviewed the latest Model Standing Orders from NALC and the Clerk's suggested revisions as appropriate. Following further amendments, on the proposal of Cllr Sarah Wilson, seconded by Cllr Dave Homer **RECOMMEND** that the Council adopt accordingly.

21/22 Exclusion of Press & Public.

On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing), the press and public be temporarily excluded and they are instructed to withdraw.

22/22 Reports for noting.

The Clerk reported on the 21-22 pay award (now agreed); the 22-23 pay award (ongoing) and other staff matters.

NOTED

23/22 Increase in Salary Scale Point (SCP)

to reflect increased responsibility for Senior Member of Staff

On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** that the increase in SCP to a senior member of staff to reflect increased responsibility be approved accordingly.

24/22 Any other Matters for information only.

None

25/22 Date of Next Meeting: Wednesday 18 May 2022.

Meeting closed at 8.22pm.

Chairman

Date