



**Minutes of the Meeting of the Working Practices Committee  
Wednesday 15 February 2023  
7.30pm**

**Present:** Cllrs Doug Waller (Chair), Dave Homer, Steve Thomas and Sarah Wilson.

**In attendance:**

G Burt, Clerk to the Council

**01/23 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.

**02/23 Apologies.**

Apologies for absence were received from Cllrs Craig Gale and Roy Margetts - prior commitments. On the proposal of Cllr Doug Waller, seconded by Cllr Sarah Wilson, **RESOLVED** to accept the apologies and reasons given.

**03/23 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

None.

**04/23 Public Session.**

None.

**05/23 Approval of the Minutes of the Working Practices Committee meeting held on 12 October 2022, previously circulated.**

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

**06/23 Matters Arising.**

None.

**07/23 To consider recommending to Council the signing of The Civility & Respect Pledge.**

The Committee considered this suggestion in some detail. Whilst they were supportive of its aims, they noted that the Council already had a raft of policies etc. (all on the website) which seemed to more than cover the matters raised in the Civility & Respect Pledge. Many of these had been put in place over many years following various issues requiring resolution. On the proposal of Cllr Doug Waller, seconded by Cllr Steve Thomas,

**RECOMMEND** to Council that the Pledge not be supported as the Council already had sufficient policies in place covering these issues.

**08/23 Exclusion of Press & Public.**

On the proposal of Cllr Sarah Wilson, seconded by Cllr Doug Waller, **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.

**09/23 Reports for noting.**

- a. Members were pleased to learn that the new Litter Warden, Linval Thomas, was settling in well and was making a positive impact on the organisation.  
NOTED.
- b. The Committee was advised that the creation of a dedicated space for the Neighbourhood Wardens was now waiting upon a structural engineer to advise on any lintel requirements for the new window.  
NOTED.

**10/23 End of Year (EOY) Reviews.**

The Clerk reported that End of Year (EOY) Reviews had been held for all staff; these had been conducted by line managers as appropriate, with the Committee Chairman conducting the Clerk's. The Chairman had seen all reviews. One common issue had been raised by three members of staff. The Committee supported the approach recommended by the Clerk, following professional advice, and looked forward to receiving a further report in due course. NOTED

**11/23 2022-23 Pay Award.**

Following on from the nationally agreed pay award for 22-23, on the proposal of Cllr Doug Waller, seconded by Cllr Dave Homer, **RESOLVED** that the new salaries of affected staff be confirmed as set out in the tables.

**12/23 Any other matters for information only.**

None.

**13/23 Date of Next Meeting: Wednesday 19 April 2023.**

Meeting closed at 8.22pm.

**Chairman**

**Date**