

Hetton Town Council



Minutes of Staff, Employment & Training Committee meeting held on 16 January 2020 at the Hetton Centre

Present:

Councillors R Heron (Items 1-3 only), M Hopper, K Pearson, S Quigley (Items 1-5 only), K Rowham and C Sinnott.

In attendance:

G Keedy, Town Clerk (Items 1-3 only)

1) Election of Chairman

Cllr K Pearson was nominated to preside over this item

Cllr K Rowham proposed Cllr M Hopper, seconded by Cllr S Quigley.

Cllr R Heron proposed Cllr C Sinnott, there was no seconder.

Committee resolved to elect Cllr M Hopper as Chairman of the Committee for the municipal year 2019-2020.

2) Apologies for absence

Apologies for absence had been received from Cllr R Coulson (unwell) and Cllr J Cunningham (work commitment). Committee resolved to approve the apologies received.

3) Declarations of Interest

There were no declarations of interest received.

Town Clerk left the meeting at this stage. Cllr C Sinnott was nominated to take notes to form the basis of minutes.

4) Performance Appraisal

Committee considered the previously circulated confidential report.

Committee resolved to recommend that Cllrs M Hopper (Chairman), K Pearson (Town Mayor) and C Sinnott meet with the Town Clerk to agree an appraisal format, and that they would jointly conduct the appraisal.

5) Town Clerk remuneration

Committee considered the previously circulated confidential report.

Committee resolved to recommend that the Town Clerk be paid for additional hours worked since commencement to date plus untaken annual leave entitlement for 18-19. This amounted to £5565.87 (plus on-costs TBC).

6) Town Clerk contractual hours

Committee considered the previously circulated confidential report.

Committee resolved to recommend that:

The budget for 2020-2021 include a ring-fenced payment for potential additional hours of 5.00/week;

and

A further review be undertaken post-appraisal.

Signed:

Date: