HONEYBOURNE PARISH COUNCIL
STAFFING COMMITTEE MEETING AGENDA
Date: 9th September 2025
Time: 6:30 PM - 7:15 PM
Venue: Village Hall

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1. **Apologies –** To receive apologies from absent members and record the reasons for absence.

2. **Declaration of Interest**

3. **To consider dispensation**

4. **Chair welcome new staffing committee member –** Welcome and brief introduction.

5. **In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to the items for which the publication would be prejudicial to the public.**

6. **Approval of Annual Staff Appraisal notes-** To approve the notes from the Annual Staff Appraisal Meeting held on 9th July 2025 (circulated to staffing committee members)

7. **Staff Appraisal Outcomes Review -** To review the outcomes from the Annual Staff Appraisal Meeting:
   - Review Linda's CiLCA qualification achievement (exemplary ratings across all 5 units and 30 learning outcomes)
   - Review overall performance assessment and any concerns
   - Review commitment to ongoing professional development
   - Review upcoming key tasks and workload considerations (refer to appraisal meeting notes)

   COMMITTEE TO: Endorse the appraisal outcomes and prepare recommendation to Full Council for acceptance of the appraisal findings.

8. **Salary Review Implementation -**To review the salary progression agreed at the Annual Staff Appraisal Meeting. (Report circulated to staffing committee members)

COMMITTEE TO: Endorse salary recommendations and prepare recommendation to Full Council for approval and implementation**.**

9. **Working Hours review -** To review the working hours arrangements agreed at the Annual Staff Appraisal Meeting:
   - Current allocation: 35 hours per week
   - Review workload capacity for upcoming tasks including Neighbourhood Plan support
   - Arrangements for monitoring hours sufficiency throughout the year
   - End-of-year review process

COMMITTEE TO: Endorse the working hours monitoring arrangements and prepare recommendation to Full Council for approval of the review process.

10. **Date of next meeting :** TBA

Linda Stanton
Parish Clerk
3rd September 2025

Staffing Committee Members: Cllrs A Attridge (Chair), G Clelland, H Jobes and S Walsh