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PULBOROUGH PARISH COUNCIL

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY**

**STAFFING SUB-COMMITTEE HELD ON THURSDAY 28TH MARCH 2024**

**AT THE SPORTS PAVILION**

**PRESENT:**  Cllrs: Cambell (Acting Chair), Clarke and Lee

**IN ATTENDANCE:** Mr H Quenault (Clerk)

***The meeting opened at 6.41pm***

##  APOLOGIES FOR ABSENCE

Apologies for absence:

Cllr Ellis-Brown - (Personal Commitment)

## DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

## There were no declarations of interest by Members. There were no changes to register of interests made.

##  MINUTES

It was **RESOLVED** to approve the Minutes of the Meeting held on Thursday 26th October 2023 as a true and accurate record of the proceedings and that the Committee Chair sign them.

1. **EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing / personal data), the press and public be excluded from the meeting, and if present be instructed to withdraw.

1. **STAFF APPRAISALS**

The Clerk provided the committee with a comprehensive update on all completed appraisals, highlighting any outstanding ones. Regrettably, one appraisal was unable to proceed as scheduled due to an employee's illness, resulting in its postponement.

The verbal report was **NOTED** by committee.

1. **STAFFING MATTER**

The Councillors conducted a thorough review of the pay scales and hourly rates, utilising the appendices provided as a basis for their analysis.

It was **RESOLVED** that as per appendix B (not provided in the minutes due to the confidential nature), the recommendations set out would be accepted with one change to one employee rate of pay.

##  *The meeting closed at 7.20pm.*

…………………………………….Chair

………………………………………Date