

# EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, TN12 5BT  
Clerk to the Council, Mrs M. Piscina,

Telephone: 01622 871309 Website: [www.eastpeckham-pc.gov.uk](http://www.eastpeckham-pc.gov.uk) Email: [councilmanager@eastpeckham-pc.gov.uk](mailto:councilmanager@eastpeckham-pc.gov.uk)



Minutes of a Staffing Committee meeting of the Parish Council on Wednesday 20<sup>th</sup> November 2024 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6pm.

## Minutes

### **1 Apologies for absence, absences, attendees**

Present: M. Joannes, D. Seal, Parish Clerk, M. Williams arrived at 18.23

### **2 Staff Appraisal Policy (revised)**

It was resolved to approve the revised Staff Appraisal Policy, subject to the following change:  
Clerk's Appraisal to be held after everyone else's given staff management and their performance has some reflection on the Parish Clerk's performance.

Proposed: D. Seal, seconded: M. Joannes, all in favour

### **3 Terms of Reference (revised)**

It was resolved to approve the revised TOR.

Proposed: D. Seal, seconded: M. Joannes, all in favour

### **4 Staff Time Sheet**

It was resolved to introduce a timesheet for the office staff to complete over a 1-month period to give council an insight into the diversity of tasks and interactions with the community and help review workload.

Proposed: M. Williams, seconded: D. Seal, all in favour

### **5 Staff Disciplinary Policy**

It was resolved to accept the proposed policy.

Proposed: M. Williams, seconded: M. Joannes

### **6 Staff Annual Leave Policy (includes Toil and overtime)**

Resolved to review data with NSLC and defer to present to Full Council.

Proposed: M. Joannes, seconded: D. Seal, all in favour

### **7 Staff Appraisals (who does what)**

It was resolved that the annual appraisals would be carried out by the Parish Clerk and MJ,  
The Clerk's will be carried out by MJ and DS

Proposed: M. Joannes, seconded: M. Williams, all in favour

## **8 Staff salary pay award**

It was resolved to implement the NJC pay award as per the recent publication, which will be backdated to 1<sup>st</sup> April 2024.

Proposed: M. Joannes, seconded: D. Seal, all in favour

## **9 Staff Training update**

Clerk and Assistant Clerk are currently working towards the CiLCA, although time to do so is restricted due to current workload. Both attend relevant online sessions held by Scribe which at times have been very useful.

## **10 Staff Hours and days worked**

Staff hours were reviewed and agreed current weekly schedule of 25 hours over 4 days for the Parish Clerk and 24 hours over 3 days for the Assistant Clerk can continue as is. No requirement for increase in Litter Picking or Facilities Maintenance roles.

## **11 What office tasks are covered by who?**

The general task ownership were briefly reviewed. It was felt the Staff Time sheet will help to identify any areas of duplication / overlap or that may be potentially missed. As both office staff are part-time and the Assistant Clerk is not in on a Thursday and Friday, there is some overlap to ensure business continuity at times.

## **12 Next meeting date: 15<sup>th</sup> January 2024**

Meeting closed 18.44