

ROTHBURY PARISH COUNCIL

Minutes of Staffing Committee meeting held on Wednesday 13th November commencing 430pm in the Dovecote Room, Jubilee Institute

Those Present: Cllr Devlin (Chairman), Cllr Old, Cllr Milne, Cllr Colquitt

In Attendance: D Nicholson (Support and Development Officer)

RPC/STAFFING/24/38 Apologies for absence

All members were in attendance.

RPC/STAFFING/24/39 Declaration of Members Interests

Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct

No declarations were made.

RPC/STAFFING/24/40 Minutes of previous meeting held on Wednesday 24th July 2024

The minutes of the previous meeting were accepted as a true record.

PART II

The meeting resolved that because of the special and confidential nature of the business to be conducted, that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda.

RPC/STAFFING/24/41 The Chair of the Staffing Committee to provide report relating to a confidential matter

The Chair of the Staffing Committee reported a confidential matter. The meeting noted the report and accepted the reports content.

RPC/STAFFING/24/42 Occupational Health referral. Members are asked to give necessary authority and direction for the referral of a member of staff to occupational health in respect of the parish council's duty of care as an employer.

The clerk to the meeting was asked to action the referral in accordance with Northumberland County Council

Occupational Health procedures.

RPC/STAFFING/24/43 The Chair of the Staffing Committee will report the Parish Clerk's annual appraisal and development review has been completed.

The Chair of the Staffing Committee reported that he had conducted the Parish Clerk's annual appraisal and development review together with Cllr Old.

RPC/STAFFING/24/44 Date of next meeting

The next meeting of the Staffing Committee would be confirmed at a later date.

D Nicholson
Support and Development Officer

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