

**OXENHOPE VILLAGE COUNCIL  
STAFFING COMMITTEE MEETING MINUTES  
WEDNESDAY 11<sup>th</sup> MARCH 2020**

Present: Cllr Ken Eastwood (Chair)  
Janet Foster (Clerk)

**1 Apologies for absence**

Cllr Chris Pawson.

**2 Exclusion of the press and public**

Consideration was given to the motion to exclude the public and press for any agenda items.

**Resolved:** That the public and press be excluded for all agenda items due to the confidential nature of the business to be transacted.

**3 Annual appraisal**

Cllr Eastwood stated that a Performance and Development Review had been undertaken with the Clerk. Achievements in the previous year had been discussed and acknowledged, including: -

- Advancing the change of name to Oxenhope Village Council.
- Progressing the lease for the Rose Garden with Bradford Council.
- Working with the Friends of the Rose Garden and overseeing a grant of £9,672 used to procure new benches, bins, noticeboards plants, bushes and cherry trees.
- The purchase of the Horseshoe Dam and an initial meeting with residents and potential volunteers.

The following work objectives had been agreed for 2020/21: -

- To obtain the Local Council Award Scheme (Foundation Stage).
- To complete a Business Continuity Plan.
- To assess options for online payments.

Cllr Eastwood stated that Council should continue to support the Clerk in attending meetings with other Clerk's and participating in training opportunities as and when they become available.

**Resolved:** To report details of the Performance and Development Review to Oxenhope Village Council and to recommend that relevant applications for training be supported as they arise.

Signed.....

**4 Annual pay review**

Cllr Eastwood stated that the Clerk was employed on a career grade and, subject to satisfactory performance, was entitled to incremental progression within the grade on the National Joint Council for Local Government Services pay scales.

**Resolved:** To recommend to Oxenhope Village Council that the incremental progression to salary be applied with effect from 1<sup>st</sup> April 2020.

Meeting closed 7.20pm

Signed.....