

MINUTES of the Staffing Committee Meeting of Haxby Town Council held on Monday, 16 July 2018 in the Memorial Hall at 6.30pm.

PRESENT

Cllr. M Crawford
Cllr D Rice

Cllr C Mulholland
Cllr M Harrison

ELECTION OF A CHAIRMAN

1. Cllr C Mulholland was elected as Chairman of the Staffing Committee

APOLOGIES FOR ABSENCE

2. None

DECLARATIONS OF INTEREST

3. None

MINUTES

4. **RESOLVED** that the minutes of the meeting held on 29 September 2016 were confirmed as a true and accurate record and signed by the Chairman.

RUNNING OF THE OFFICE AND STAFF RESPONSIBILITIES

5. **RESOLVED** that this committee will recommend to the full Council that documentation relating to staff attendance, hours worked, illness and absence should be formalised subject to an examination of existing policies concerning the management of staff.

STAFF APPRAISAL

6. **RESOLVED** that an annual cycle of meetings should be recommended to the full Council which would support the appraisal process beginning with a consideration of the existing arrangements followed up with the actual appraisal itself and subsequently a review of the process.

MATTERS FOR INCLUSION

7. This should include a review of staffing policy documents and appraisal forms.

The meeting closed at 7.20pm.

Next meeting: 6 August 2018 at 6.30pm