

# LYMM PARISH COUNCIL

**Clerk to the Council:** Kerry Duffin  
**Telephone:** 07741 877870  
**Email:** clerk@lymmparishcouncil.gov.uk  
**Address:** The Village Hall, Pepper Street  
Lymm WA13 0JB



**MINUTES OF THE STAFFING COMMITTEE**  
**held on 10<sup>th</sup> November 2021 at 6pm**  
**in the Village Hall, Pepper Street, Lymm WA13 0JB**

**In Attendance:**

- \* Cllr K Buckley (Chairman)
- \* Cllr B Barr
- \* Cllr I Marks
- \* Cllr S Sharma

**Also in attendance:** Kerry Duffin (Clerk)

**31. Welcome, Introductions and Housekeeping**

The meeting opened at 6pm.

**32. Apologies**

All Councillors were in attendance.

**33. Code of Conduct – Declaration of Interests**

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

**34. Approval of previous meeting's minutes**

The minutes from 15<sup>th</sup> September 2021 were **RESOLVED** as an accurate record.

**35. Review of previous meeting's actions**

An update was provided.

**36. HR Update – Pay Policy implementation**

All 1-1 staff meetings have taken place with the final recommendations due. ChALC will then review the Clerk and Assistant Clerk roles.

Timetable set as:

Action	Timescale
Meet staff 1-1 to review first recommendation	w/c 15 <sup>th</sup> November
Send recommendations to consultant for finalised assessments	w/c 15 <sup>th</sup> November

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Send recommendations to ChALC for review of Clerk and Assistant Clerk roles	w/c 15 <sup>th</sup> November
Final documents to be taken to Staffing Committee for discussion and recommendations to Full Council	1 <sup>st</sup> December
Full Council discussion of recommendations	14 <sup>th</sup> December
Pay grades to be confirmed with all staff and discussion of any further future actions	16 <sup>th</sup> December

### 37. Toilet Keyholder update

The new timetable is working well with 1 staff member not on the rota. Clerk to raise at the next meeting.

### 38. Matters Arising not covered on the agenda

Nothing further was discussed.

### 39. Next Meeting Date

1<sup>st</sup> December 2021 at 6pm.