

**MINUTES OF THE MEETING OF THE TICKHILL TOWN COUNCIL STAFFING
COMMITTEE**

Monday 10th November 2025
The Pavilion, Tithes Lane, Tickhill, DN11 9QN.

Due to the confidential nature of the items on the agenda, members of the public, ward members and the press are excluded from the meeting due to the nature of the business being prejudicial to the public interest, by virtue of public bodies (admissions to meetings) act 1960.

AGENDA

S1.25 To receive apologies and to consider approval for reasons for absence. Apologies were received from Cllr Cooper and reasons circulated to members
RESOLVED that the reasons for absence were approved.

S2.25 To receive any specific declarations of interest and to receive and consider any applications for dispensation There were none received
RESOLVED to note that there were none.

S3.25 To receive The Staffing Committee Terms of Reference as approved at the Annual Meeting of the Council on 13th May 2025. Members reviewed the document and agreed it was fit for purpose with the addition of the following sentence under clause 8: "The Staffing Committee will appoint a sub-committee of at least two councillors with terms of reference delegation to appraise the Clerk."
RESOLVED that following a vote by show of hands, the Clerk update the document and circulate to full council for consideration at the November meeting.

S4.25 To consider the appointment of a Staffing Committee member as the day-to-day liaison officer as per the requirements of section 8 of the Staffing Committee Terms of Reference. A brief discussion took place. The Clerk confirmed that they speak with the Chair several times a week, and it was agreed that the Clerk will continue to communicate regularly with the Chair, and that Cllr Cartwright will act as the day-to-day liaison officer.
RESOLVED that following a vote by show of hands, Cllr Cartwright will act as the day-to-day liaison officer

To note the Clerk left the meeting at 19:39 hrs

S5.25 To consider the two members for the sub-committee to carry out the Clerks appraisal. There was a brief discussion, in which members agreed that Cllrs Johnson and Cartwright should form the sub-committee to review the Clerks appraisal
RESOLVED that the sub-committee be Cllrs Johnson and Cartwright.

To note the Clerk re-joined the meeting at 19:41hrs

S6.25 To consider the staff appraisal policy. Members reviewed the draft document and agreed that it be approved with the following minor amendments; that appraisal discussions are held in private and any information shared in the appraisal interview will be shared only with the Staffing Committee; confidentiality of the appraisal will be respected. A mid-year appraisal, to be held around March, will be added to support ongoing development.
RESOLVED that following a vote by show of hands the Clerk make the requested amendments and that the policy be adopted.

S7.25 To consider the staff appraisal forms. The pre-appraisal and appraisal forms were reviewed by members and considered to be fit for purpose
RESOLVED that following a vote by show of hands the forms be adopted.

S8.25 To consider the date for the Clerks annual appraisal. It was discussed that as December was a busy short working month, the Clerk would complete the pre-appraisal form in late December/Early January, and the appraisal be carried out in January.
RESOLVED That a suitable date in January be set for the Clerks appraisal.

S9.25 To receive the policy tracker. Members went through the document in which the Clerk had identified missing policies.
RESOLVED That the missing policies be noted

S10.25 To consider the priority of the identified policies and responsibilities for writing them
A brief discussion took place during which members agreed that, due to the Clerk's current workload, priority should be given to the Lone Worker and Health & Safety Policies. The Clerk has recently attended a training webinar on Lone Working and will aim to draft both policies for consideration at the November meeting. Following the Christmas break, the remaining policies will be prioritised and reviewed as part of the Clerk's appraisal targets with support from members as required. Once all identified policies have been adopted, the Council may seek professional advice to undertake an HR review of its policies.
RESOLVED That the Clerk draft the Lone Worker and Health and Safety Policies for consideration at the November meeting

S11.25 To receive staffing costs vs budget for the financial year 26/27 as presented by the RFO and approved by the Finance Committee at its meeting on 14th October 2025.

There was a brief discussion during which members agreed there was sufficient in the proposed 2026/27 budget for the current level of staffing and hours and the additional hours (4 per week) for the Clerk to undergo the CiLCA qualification. Furthermore, the Chair of Staffing confirmed there was a contingency should it be required.

RESOLVED that the update be noted

To note the Clerk left the meeting at 20:20hrs

S12.25 To receive the staffing band and hours in relation to workload and progression following recognised qualifications. A brief discussion took place during which members agreed that a review of all staff job descriptions should be completed by the end of April to ensure roles are appropriately benchmarked. It was further agreed that, in preparation of the Clerk's completion of the CiLCA qualification, the Clerk's benchmarking will also be reviewed.

RESOLVED That following the Christmas break, the Clerk will work with staff to fully review their job roles to present to the Staffing Committee and that the Clerk work with the Staffing Committee to review and update the Clerks job description.

To note the Clerk re-joined the meeting at 20:29 hrs

There being no further business, the meeting closed at 20:30hrs

NEXT FULL COUNCIL MEETING:

**25th November 2025
6:45pm**

All meetings to be held at
The Pavilion, Tithes Lane, Tickhill, DN11 9QN

Approved by

Cllr Bycroft – Chair Staffing Committee

Date