



Worplesdon Parish Council

**Minutes of the Staffing Committee meeting held Friday 16 February 2018
at 10am in the Conference Room, Worplesdon Memorial Hall**

102-2018 - Present

Councillors: Chairman of the Staffing Committee Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE and Cllr J Wray.

Cllr Mitchell was substituting for Mr Clark who has resigned from the Council.

Staff: The Clerk to the Council.

103-2018- To receive apologies

Apologies were received from Cllr C Venables.

104-2018 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

105-2018 - Declaration of Non-pecuniary interests

No declarations were made.

106-2018 - To receive and approve the Assistant Clerk's 3-month probationary report

A copy of the Assistant Clerk's 3-month probationary report had been circulated to all members of the Staffing Committee via email in advance of the meeting.

The Committee agreed the probationary report was excellent and wished to compliment Mrs Fear on how well she has done in the short time she has been with the Council.

The Committee also thanked the Clerk for her efforts during the induction training of the Assistant Clerk.

It was agreed that probationary reports are fundamental to the achievements of new staff and how the Parish Council wishes them to progress.

The Assistant Clerk's six-month probationary period ends 30 April 2018. It was agreed that a further probationary report be carried out at the end of March. The probationary report to be considered at a Staffing Committee meeting to be held 6 April 2018.

The Staffing Committee will then be required to make a recommendation regarding Mrs Fear's permanent employment to the full council at the April full council meeting.

Date of next meeting: Friday 6 April 2018 – 10am