

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Minutes of Parish Council Committee Meeting Staff Appraisal Committee Tuesday 30<sup>th</sup> January 2024, 7.00pm at Pitchford Village Hall

The meeting was closed to the public due to the discussion of confidential personal information.

- SAC.24.1.1 Present:** Cllr P Harrison, Cllr C Cullis, Cllr G Ball, Clerk – A Morris
- SAC.24.1.2 Declarations of Pecuniary Interest:** None
- SAC.24.1.3 Methodology:** The committee agreed the methodology for the Parish Clerk's appraisal and approved the new appraisal form.
- SAC.24.1.4 Annual staff appraisal of Parish Clerk:** The Committee undertook the Parish Clerk's Appraisal and agreed objectives for 2024. Details of the appraisal are confidential and will be reported directly to Council.
- SAC.24.1.4 Recommendations to full Council:** The Committee agreed recommendations to take to the March Council meeting regarding the Clerk's pay, hours and targets for 2024.
- SAC.24.1.5 Timeframe for next staff appraisal:** November 2024, ahead of 2024/25 budget preparations.