HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE

DRAFT MINUTES OF THE ORDINARY MEETING OF HALE PARISH COUNCIL STAFFING COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 12th OCTOBER 2026 AT 5.00pm

Present: Cllr J McNamara, Cllr P Lewis, Cllr L Trevaskis, Cllr C Anderson

In attendance: The Clerk

1. **Apologies –** Cllrs M Roberts, and Cllr Hutchinson registered their apologies

    - ***It was noted that Cllr Hutchinson has stepped back from Council duty following a family bereavement.***

2. **Declarations of Interest** - Cllr P Lewis registered an interest in the contracts of employment item 5.

3. **Minutes** – Both sets of Draft minutes were deferred in order to clarify the correct order that matters took place and were agreed

    Proposed by Cllr L Trevaskis and seconded by Cllr J McNamara

    The Motion was approved

4. **Part II –** It was resolved to conduct a Part II closed session to discuss matters of a confidential nature.

    Proposed by Cllr L Trevaskis and seconded by Cllr J McNamara

    The Motion was approved

Exclusion of the Press and Public

(Public Bodies (Admission to Meetings) Act 1960 Section 1)
The Council is recommended to pass the following recommendation in relation to the following items: "That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

5. **Employment Contracts** – The Clerk supplied all members present with a copy of the employment contracts of each of the individuals employed by the Parish Council and by Hale Village Hall for review. Particular attention was drawn to the tasks undertaken by employees and any amendments which might be considered and agreed. A considerable number of amendments and additions were made to the Draft copy supplied by Worknest and the Clerk will seek further advice for matters relating to SSP, Holiday Policy and work Lay Off

6. **Formal Appraisals**
   A set of appraisal documents will be supplied to employees by the Clerk.
   Formal appraisals are arranged for 26th October, 6th November 2026 and the Clerk will notify employees and appraisers of the allotted times..

7. **Members to Undertake Appraisals** – It was agreed that a formal appraisals will be held at Hale Village Hall and that Cllr's Trevaskis, J McNamara, P Lewis M Roberts and C Anderson will conduct the meetings as available

8. **Staffing Committee and Members** – It was resolved to confirm the members of the current Staffing Committee plus their Chair and deputy at the Staffing Meeting on November 9th 2026

   To be considered: Cllr L Trevaskis, Cllr M Roberts, Cllr C Anderson, Cllr J McNamara, Cllr A Hutchinson, Cllr P Lewis + 1 Vacancy

   Proposed by Cllr J McNamara and seconded by Cllr L Trevaskis

   The Motion was approved

Date of next meeting TBC after contacting members to attain availability & preference