

Minute Ref	Minutes of the Meeting of the Administration and Staffing Committee of Settle Town Council held on Monday 4 th July 2022 at 6:30pm at Settle Town Hall.	Action
AS08/2022	To elect a Chair and Vice Chair of the Administration and Staffing Committee RESOLVED: That Cllr Rymer was elected chair and Cllr Lord as Vice Chair	
AS09/2022	Apologies: To receive and approve reasons for apologies. RESOLVED: No apologies were received prior to the meeting.	
AS010/2022	Code of Conduct: - a) Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda, to consider any dispensations or changes in member's register of interests. No interests were recorded.	
AS011/2022	To approve draft minutes 4 th April 2022. RESOLVED: Minutes for the Administration & Staffing meeting on the 4th of April 2022 were approved.	
AS012/2022	To seek approval for Council Meetings Attendance Policy. RESOLVED: To be placed on the agenda at the next Full Council meeting on the 1st August – for Full Council approval.	
AS013/2022	<i>Members will be asked to vote for a resolution to exclude the Press and public for item 7 due to the confidential nature.</i> RESOLVED: That the press and public be excluded from the next agenda item.	
AS014/2022	Staff a) Clerks report on Appraisals and associated staff matters. The Clerk provided an update on the staffs appraisals. b) To approve the annual increment following satisfactory appraisals. RESOLVED: That the members of staff would receive the annual increment at the 2021-22 rate and receive back pay from April 2022 c) To set a date to review of job descriptions and contracts and seek approval for external independent job evaluations for all posts. (SLCC or YLCA). RESOLVED: A date of 27th July was set to review job descriptions. It was AGREED to get a quote for independent job evaluations. d) Remuneration for Staff working bank holidays. It was AGREED that this would be looked at further when reviewing job descriptions. e) Review remuneration cover for staff holidays and standardise deputising pay. It was AGREED that this would be looked at further when reviewing job descriptions. f) To review and compare Pension providers. RESOLVED: That this item be deferred to the next Finance Committee meeting on the 22nd August 2022	
AS015/2022	Future agenda items.	
AS016/2022	Date of Next Meeting of the Administration and Staffing Committee 3 rd October 2022 at 6.30 p.m. The next meeting date was noted.	
	<i>The meeting ended at 19:02pm</i>	