

**MINUTES OF THE MEETING OF HR COMMITTEE OF EAST LEAKE PARISH COUNCIL  
HELD AT THE EAST LEAKE PARISH COUNCIL OFFICES ON TUESDAY 28<sup>th</sup> OCTOBER  
2025 AT 6.30PM**

**PRESENT:** Cllrs: Eleanor Robinson, Donna Griggs (Chair), Kevin Shaw, Mel Roper, and the Clerk, Sue Lewis.

**APOLOGIES FOR ABSENCE:** None

**DECLARATIONS OF INTERESTS:** None

It was resolved that the public be excluded from the Meeting for consideration of the above item of business pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted

**25/HR/03**                      **To consider the following resolution: "That, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1"**

**Proposed Cllr Donna Griggs  
Agreed Unanimously**

**Seconded Cllr Kevin Shaw**

**25/HR/004**                      **To Receive Information on Staffing Matters and agree any actions**

Councillors considered to change a staff members job description and resolved to make no change at this time but to review in 6months if necessary.

**25/HR/005**                      **To consider which two councillors will conduct the Clerk's Appraisal**

It was agreed that that Cllrs Donna Griggs and Mel Roper will conduct the Clerks Appraisal

**25/HR/006**                      **To consider staffing costs for 26/27 prior to budget setting**

Councillors considered an estimate of 3.5% for staffing costs which included additional payments for 2026/2027 and it was agreed a proposal be made for Full Council to include in the budget

**25/HR/007**                      **To consider undertaking a job evaluation exercise for the council's Clerking posts**

It was agreed that a job evaluation exercise be undertaken for the Clerk and Assistant Clerk. The Clerk to contact a NALC for any advice they can offer.