

# DOWNTON PARISH COUNCIL



17<sup>th</sup> January 2020

**To: All Members of the Amenities Committee**

**You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Thursday 23<sup>rd</sup> January 2020 at 2.00 pm in the Centenary Room at the Memorial Centre, The Borough, Downton for the purpose of transacting the following business.**

Yours sincerely

**Bev Cornish  
Clerk to the Council**

*The Chairman will confirm if all or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.*

## **2.00 pm Public Question Time**

Prior to the start of the meeting, there will be a public session which, at the Chair's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Committee. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

## **Agenda**

**01.19 To elect a Chair for 2019/20.**

**02.19 To receive apologies for absence.**

**03.19 Declarations of Interest:**

- a.** To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- b.** To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

**04.19 Public Question/Statement Time: 15 minutes to receive any questions or statements from members of the public.**

**Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING**

**05.19 The Chair to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’.**

**06.19 To resolve to approve the job description, person specification and advert for the recruitment of an Administrative Officer for the Parish Council.**

**07.19 To resolve to approve the formulation of an Employee Handbook to incorporate existing Parish Council procedures, rules and policies and any new procedures, rules and policies to be adopted and will include as a minimum supervision, annual leave records, TOIL reports, pension entitlement, training and sickness arrangements for all employees.**

**08.19 To resolve to clarify the governance of staffing roles in terms of accountability, authority and responsibilities.**

**09.19 To resolve to review the Parish Council’s current pension provision, its compliance with the Pension Act 2008 and existing staff contracts and to agree on any actions or recommendations.**

**10.19 To resolve to agree on the timing and regularity of reports from the Staffing Committee to the Parish Council.**

**11.19 To resolve to agree on the date of the next meeting.**