

DOWNTON PARISH COUNCIL



Minutes of the meeting of the Staffing Committee held on Thursday 23rd January 2020 in the Centenary Room of the Downton Memorial Centre, The Borough, Downton at 2.00 pm.

Present: Cllr Cornell (Chair) and Cllrs Brentor and Randall.
Bev Cornish, Parish Clerk.

No members of the public were present.

01.19 To elect a Chair for 2019/20: Cllr Brentor proposed, Cllr Randall seconded and it was RESOLVED that Cllr Cornell be elected as Chair.

02.19 To receive apologies for absence: The Clerk advised that no apologies had been received.

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.**

No declarations of interest were received.

b. **To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk advised that no dispensation requests had been received.

04.19 Public Question/Statement Time: 15 minutes to receive any questions or statements from members of the public: No questions or statements were received.

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’: Cllr Cornell proposed from the Chair and it was RESOLVED that the meeting be closed to members of the press and public.

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

Cllr Cornell proposed, Cllr Randall seconded and it was RESOLVED that they be approved. The timing of the recruitment process was agreed as follows:
Advert and documents to be published by 31st January.

Deadline for receipt of applications to be 21st February 2020.

Interviews to be held during week commencing 2nd March 2020.

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: Cllr Cornell proposed from the Chair and it was RESOLVED that the Clerk should draft an Employee Handbook for consideration and approval by the Staffing Committee and the Parish Council.

08.19 To resolve to clarify the governance of staffing roles in terms of accountability, authority and responsibilities: Following a brief discussion, Cllr Cornell proposed, seconded by Cllr Randall and it was RESOLVED that the Clerk was accountable to the Parish Council but that her day to day supervision would be the responsibility of Cllr Randall once a handover meeting had been held with Cllr Brentor and a subsequent joint meeting with Cllr Randall.

It was agreed that her appraisal to review her performance over the last year would be held with Cllrs Brentor and Randall on a date to be agreed and in time to be reported to the March Parish Council meeting.

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: Cllr Cornell reported that she had not been able to speak to the officer at the Wiltshire Pension Fund to progress the Parish Council's enquiry with regard to members of staff joining the Fund. However, she said that a Minute would be required to show that the Council had approved the membership of members of staff.

Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED that the Clerk should add a proposal to the February 2020 Parish Council meeting agenda making a recommendation from the Staffing Committee that all members of staff be permitted to join the Wiltshire Local Government Pension Scheme.

10.19 To resolve to agree on the timing and regularity of reports from the Staffing Committee to the Parish Council: It was agreed that a report to the Parish Council would be provided by the Chair at the next meeting following a meeting of the Staffing Committee.

11.19 Next meeting: Cllr Cornell confirmed the date of the next meeting as Thursday 12th March 2020 at 1.30 pm.

With no other business, the meeting closed at 2.55 pm.