

DOWNTON PARISH COUNCIL



14th May 2020

Please note: due to the current HM Government's measures for Covid-19, the Parish Council and its Committees will meet virtually via Zoom. If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting on clerk@downtonparishcouncil.gov.uk or 01725 513874.

To: All Members of the Staffing Committee

You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Thursday 21st May 2020 at 2.00 pm. This meeting will be held virtually¹ 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 Committee meeting.

Agenda

01.20 To elect a Chair of the Committee for 2020/21.

02.20 To receive apologies for absence.

¹ In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

03.20 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.

04.20 To resolve to approve the Minutes of the meeting held on Thursday 23rd January 2020.

05.20 To review the Terms of Reference for the Committee and resolve to make any recommendations for changes to the Parish Council.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

06.20 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’.

07.20 To resolve to ratify the contract for the Administrative Officer to the Parish Council.

08.20 To resolve to review the Council’s Employment and Personnel Policies.

09.20 To receive an update from the Clerk on the creation of an Employee Handbook.

10.20 To receive an update from the Clerk on the performance management measures to be put in place for the Administrative Officer.

11.20 To resolve to approve the frequency of meetings of the Staffing Committee.

12.20 To receive an update from the Chair on the progress of obtaining further legal advice to ensure that the Council’s obligations are met as an employer under the Pension Act 2008.

13.20 To resolve to agree on the date of the next meeting.