



2<sup>nd</sup> October 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.**

**[Join Zoom Meeting](#)**

**<https://zoom.us/j/91709271207?pwd=c2x0NjhzdmJ6ejhSbjRBbkFYn2VVdz09>**

**Meeting ID: 917 0927 1207**

**Passcode: 459842**

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

**You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Thursday 8<sup>th</sup> October 2020 at 1.30 pm. This meeting will be held virtually<sup>1</sup> for the purpose of transacting the following business.**

**Yours sincerely**

**Bev Cornish  
Clerk to the Council**

### **1.30 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**

**14.20 To receive apologies for absence.**

**15.20 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.

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<sup>1</sup> 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

**16.20 To resolve to approve the Minutes of the meeting held on Thursday 25<sup>th</sup> May 2020.**

**17.20 To consider the benefit of changing to a Flexi time Policy against a revised TOIL Policy.**

**18.20 To agree the population of a Staff Handbook.**

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

**19.20 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’.**

**20.20 To consider a revised draft Disciplinary and Grievance Policy following receipt of comments from members of staff.**

**21.20 To review the objectives set by the Clerk for the Administrative Officer and establish how these will be measured.**

**22.20 To discuss the timing of the Clerk’s Appraisal.**

**23.20 To review the Clerk’s task list and identify priorities for completion with the Clerk.**

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