



24th November 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/91313827992?pwd=NDBNc09lSUVQT1FVNzF4Z0lGVkY3Zz09>

Meeting ID: 913 1382 7992 Passcode: 162749

To: All Members of the Staffing Committee

You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Wednesday 2nd December 2020 at 1.30 pm. This meeting will be held virtually¹ 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

25.20 Apologies

To receive apologies for absence.

26.20 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.

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

27.20 Minutes

To resolve to approve the Minutes of the meeting held on Thursday 8th October 2020.

28.20 Terms of Reference

To review the Terms of Reference for the Staffing Committee to bring them in line with guidance received from South West Councils and to make recommendations to the Parish Council.

29.20 Members' Training

To consider whether to conduct a training and development needs analysis of members of the Staffing Committee and then to identify any courses available to meet those needs.

30.20 Volunteer Policy

To consider a draft Volunteer Policy and make recommendations for its adoption to the Parish Council.

31.20 Local Council Administration

To consider a request from the Clerk to purchase the 12th and latest edition of 'Charles Arnold-Baker on Local Council Administration' at a cost of £119 and to make a recommendation to the Parish Council.

32.20 Practitioner's Conference

To consider a request from the Clerk to attend the SLCC's Virtual Practitioner's Conference being held from 23rd-25th February 2021 at the cost of £75 being shared equally with Godshill Parish Council.

33.20 Staffing Committee Minutes

To resolve to agree on the timescales for the production of the Staffing Committee's minutes.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

34.20 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'.

35.20 Disciplinary and Grievance Policy

To consider comments from employees on the draft Disciplinary Procedure and Grievance Policy and to consider making recommendations to the Parish Council.

36.20 TOIL/Flexi Time Policies

To consider amendments to the Council's Time Off In Lieu Policy and a draft Flexi Time Policy following receipt of comments from employees and to make recommendations to the Parish Council.

37.20 Administrative Officer

To agree the objectives set by the Clerk for the Administrative Officer.

38.20 Clerk's Appraisal

To review the appraisal guidance document and consider the arrangements for the Clerk's appraisal.

39.20 Evaluation of Clerk's Role

To consider a request from the Clerk for South West Councils to conduct a job evaluation of her role to ensure that the grade for the post remains correct.

40.20 Salary Award

To resolve to recommend approval to the Parish Council of the one spinal point salary award for her success in passing the Certificate of Higher Education in Community Governance in accordance with her Employment Contract.

41.20 Clerk's Statement on Pension Matters

To consider a request from the Clerk to receive an update following the submission of her report to the Council on 5th October 2020.

42.20 Next Meeting

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