



25th January 2021

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/95598720140?pwd=eDFNdE9aWUE3YXprWXBYczQ0dkF0QT09>

Meeting ID: 955 9872 0140

Passcode: 222563

To: All Members of the Staffing Committee

You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Friday 29th January 2021 at 1.30 pm. This meeting will be held virtually¹ for the purpose of transacting the following business.

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

Yours sincerely

Safia Kauser

Locum 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

43.20 Apologies

To receive apologies for absence.

44.20 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.

45.20 Minutes

To resolve to approve the Minutes of the meeting held on 2nd December 2020.

46.20 Matters Arising

To consider Matters Arising from the minutes and agree how to progress any outstanding actions.

47.20 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

The Chair to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.

48.20 Clerk’s return to work Plan

To consider and agree on a plan to support the Clerk to return safely back to work following a period of sick leave.

49.20 Business Continuity impacts on Staff

To consider business continuity risks identified during the Clerk’s current period of sick leave, how these will potentially affect staff and what actions should be taken to reduce risk.

50.20 Pension back payments

To receive an update on progress made to implement options a and g from p11 of the Pensions Report of August 2020 as agreed in part A of resolution 245.20 of Ordinary Parish Council meeting 14th December 2020 and to agree on actions to progress the resolution.

51.20 Report received from South West Councils

To consider the report from South West Councils provided in response to part B of resolution 245.20 of Ordinary Parish Council meeting 14th December 2020 and to agree on actions to be taken and any communication to Parish Council.

52.20 Next Meeting

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