

DOWNTON PARISH COUNCIL



To: All Members of the Staffing Committee

You are summoned to an Meeting of Downton Parish Council's Staffing Committee on Monday 5th July 2021 at 1.30 pm. This meeting will be held in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton for the purpose of transacting the following business.

**Bev Cornish CertHE, PSLCC
Parish Clerk and Responsible Finance Officer
29th June 2021**

All COVID-19 Guidelines must be adhered to:

- Masks must be worn on entry to the building and at all times.
- Please use the hand sanitiser on arrival.
- Please scan the QR code or sign in for Track and Trace.
- The maximum number of people permitted in the Bonvalot Room is 21.
- Please read the Council's Covid-19 Risk Assessment.
- Please **do not** attend if you have any recognised Covid-19 symptoms.

The Chairman will confirm whether the meeting may be filmed, photographed or audio recorded. If any member of the public present at the meeting objects, please inform the Chair or the Parish Clerk before the start of the meeting.

Although the meeting is open to the public, the Council is limited in terms of the capacity of the Bonvalot Room. It would be helpful if members of the public could contact the Clerk if they are planning to attend the meeting.

Members of the public are able to view the meeting by joining it on Zoom at the following link. They will not be able to ask questions of the Council if they are joining the meeting remotely. However, they may submit questions or statements in writing to the Clerk at clerk@downtonparishcouncil.gov.uk by noon on the day of the meeting.

[Join Zoom Meeting](#)

<https://us06web.zoom.us/j/83322416535?pwd=ZVQ2bE9ZSWdPdEp1NkFtRjhBRkxYdz09>

Meeting ID: 833 2241 6535 Passcode: 970123

During the meeting and at the Chairman's discretion, the meeting will be opened to enable questions or statements to be made by members of the public for a maximum time of 15 minutes. Members of the public are asked to restrict their comments and/or questions to three minutes.

Agenda

01.21 Election of Chair

To elect a Chair of the Committee for 2021/22.

02.21 Public Question Time

To receive questions and statements, either verbal or written, from members of the public.

03.21 Apologies

To receive apologies for absence.

04.21 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.

05.21 Minutes

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

06.21 Officer/Councillor protocol for Downton Parish Council.

To consider the proposed changes to the Officer/Councillor protocol prepared by the Clerk and to make recommendations to the Council.

07.21 GDPR Compliant Email Addresses for Councillors

To consider the merits and demerits of councillors having, and always using, dedicated email addresses for Parish Council business only, versus all councillors having .gov email addresses and to make recommendations to the Parish Council.

08.21 Management and Supervision

To resolve to agree on the arrangements for regular one to one meetings between the Clerk and a representative of the Staffing Committee as set out in Resolution the Terms of Reference of the Staffing Committee to manage, supervise and appraise the Clerk.

09.21 Clerk's Appraisal

To agree a date for the Clerk's appraisal and the period of time to be appraised.

10.21 Work priorities

To review the Clerk's outstanding work tasks and to agree priorities.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

11.21 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’.

12.21 Leave arrangements

To identify and agree whether it is reasonable to have timescales for the Clerk’s planned leave to support her in having leave at sufficiently regular intervals to prevent build-up of leave.

13.21 Evaluation of Clerk’s Role

To consider the Clerk’s job evaluation form and the actions required to submit it, including accessing funding for the evaluation itself.

14.21 Salary Award

To resolve to recommend approval to the Parish Council of a salary award for the Administrative Officer from April 2021 in accordance with her contract.

15.21 Council reserve held for pensions backdating

To make recommendations to the Council on the release of the £25,000 in Earmarked Reserves for pensions backdating as recommended by the Council’s Internal Auditor.

16.21 Investigation report from South West Councils

To consider the options and agree arrangements to administer the investigation report when finalised.

17.21 Next Meeting

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