



**Minutes of the Meeting of the Staffing Committee on Monday 5<sup>th</sup> July 2021 at 1.30 pm in the Bonvalot Room of the Downton Memorial Centre.**

**Present:** Cllr Cornell (Chair) and Cllrs Brentor and Mace.  
Bev Cornish, Parish Clerk.

No members of the public were present.

The start of the meeting was delayed due to technical issues when setting up the meeting to provide access to members of the public on Zoom.

**01.21 Election of Chair**

Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that Cllr Cornell be elected as Chair of the Committee for 2021/22.

**02.21 Public Question Time**

No questions or statements were received.

**03.21 Apologies**

The Clerk advised that no apologies had been received.

**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.**

No declarations of interest were received.

- b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered.**

The Clerk advised that no dispensation requests had been received.

**05.21 Minutes**

Cllr Cornell proposed, Cllr Mace seconded and it was RESOLVED that the Minutes of the meeting held on Monday 15th February be approved as a correct record and signed by the Chair.

**06.21 Officer/Councillor protocol for Downton Parish Council.**

Following a lengthy discussion, the Clerk agreed to make further changes and provide a revised draft for the Committee to consider at the next meeting.

**07.21 GDPR Compliant Email Addresses for Councillors**

Following a discussion, Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that councillor email addresses be implemented once the Council's IT and Website project had been completed.

### **08.21 Management and Supervision**

Following a discussion and agreement, Cllr Cornell proposed from the Chair and it was RESOLVED that Cllr Brentor be appointed as the councillor to be the day-to-day contact for the Clerk.

Following concerns expressed by the Clerk, Cllr Cornell advised that if the Clerk had any concerns regarding the appointed councillor, these could be raised direct with her.

It was agreed that a monthly meeting be held with the Clerk and that Cllr Brentor draft a set of terms of reference for those meetings on which the Clerk could provide comments.

At 2.30 pm the meeting was adjourned for 10 minutes to resolve issues following contact from a councillor that they and others had not been able to access the meeting in person because the Memorial Centre extension door was locked and attendees on Zoom were not able to hear the proceedings of the meeting.

### **09.21 Clerk's Appraisal**

Following a discussion, options being considered and taking account that the Staffing Investigation was still ongoing, Cllr Cornell proposed from the Chair and it was RESOLVED that a date be set up with 2 members of the Committee.

### **10.21 Work priorities**

The Clerk's outstanding work tasks were discussed and the priorities agreed.

## **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'.**

Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that the meeting be closed to members of the press and public.

### **12.21 Leave arrangements**

Following a discussion, the Clerk agreed to submit leave requests which used up 10 days of her holiday entitlement by the end of September and that further requests be submitted to the Chair for the remainder of the leave year to avoid a build up of holiday.

### **13.21 Evaluation of Clerk's Role**

Following a discussion, the changes to the Clerk's job evaluation form were agreed and Cllr Mace proposed, Cllr Brentor seconded and it was RESOLVED that a recommendation be made that it be submitted to the Council for approval. It was confirmed that no additional fee would be charged by South West Councils for this service.

#### **14.21 Salary Award**

Cllr Cornell proposed, Cllr Mace seconded and it was RESOLVED that a recommendation be made to the Parish Council that a salary award for the Administrative Officer be approved from April 2021 in accordance with her contract.

The Clerk left the meeting at this point.

#### **15.21 Council reserve held for pensions backdating**

Following a brief discussion Cllr Mace proposed and Cllr Brentor seconded, to amend the consideration of this agenda item, which thus became part A of a proposal, to recommend to the Parish Council that the £5,000 held in reserves for adjudication should the Clerk wish to take up the Council's suggestion to use the Internal Dispute Resolution Procedure of the LGPS, be released from earmarked reserves for this purpose if the clerk does not take up this option by the 2nd August 2021. Cllr Brentor proposed and Cllr Mace seconded part B of this proposal to recommend to the Parish Council that, if the sum allocated for adjudication is so released, then the Council should consider, at its meeting on the 9th August, the release of the £25,000 held in earmarked reserves for pensions backdating.

The voting then took place, and it was RESOLVED to approve both parts of the proposal.

#### **16.21 Investigation report from South West Councils**

Cllr Cornell proposed and Cllr Mace seconded and it was resolved that when the report is received from SWC it would be checked only for factual correctness and then circulated to councillors and the Clerk in confidence prior to further consideration by an extraordinary meeting of the Council which would exclude the members of the Staffing Committee but would be attended by an advisor from SWC.

#### **17.21 Next Meeting**

No date was agreed for the next meeting.

With no other business, the meeting closed at 2.50 pm.