



To: All Members of the Staffing Committee

You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Friday 7th January 2022 at 12.30pm. 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
21st December 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 Chairman 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.

If they are not able to attend, they may submit questions or statements in writing to the Clerk at clerk@downtonparishcouncil.gov.uk by noon on the day of the meeting.

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

18.21 Public Question Time

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

19.21 Apologies

To receive apologies for absence.

20.21 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.

21.21 Minutes

To resolve to approve the Minutes of the meeting held on Monday 5th July 2021. (Appendix A)

22.21 Annual Leave and Bank Holiday Entitlement Policy

To consider a draft Annual Leave and Bank holiday Entitlement Policy prepared by the Clerk. (Appendix B)

23.21 Clerk's Job Description

To consider a request from the Clerk to review and revise her job description in accordance with the Committee's terms of reference so that it reflects the requirements of her role which was changed on 1st April 2020.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

24.21 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’.

25.21 Training

To consider a report from the Clerk setting out potential training requirements for the Administrative Officer and potential training in relation to Health & Safety for the Clerk. (Appendix C)

26.21 Clerk's Job Evaluation

To consider the spinal column point level to recommend to the Council following the evaluation outcome from South West Councils. (Appendix D)

27.21 Administrative Officer Post - Hours Increase

To resolve to make a recommendation to the Parish Council for an increase by 5 hours per week in the contracted hours of the Administrative Officer post from the current 10 hours per week to 15 hours per week from 1st April 2022.

28.21 Overtime

To consider a proposal from Cllr Cornell to agree an approach to managing possible overtime payments to the Administrative Officer.

29.21 Clerk's Leave and TOIL

To consider a proposal from Cllr Cornell to agree TOIL and holiday arrangements for the Clerk.

30.21 Payments to the NEST Pension Scheme

To consider a proposal from Cllr Cornell to discuss and confirm the instruction for the Clerk to make backdated payments to the NEST Pension Scheme in accordance with the resolutions of full Council on 7th September and 14th December 2020.

31.21 Recommendations from MUSE

To consider a proposal from Cllr Cornell to agree how the decision identified by MUSE to 'consider, confirm and document its pension scheme administration duties to prevent such a situation arising in future, both for the administration of its ongoing LGPS provision and in respect of any automatic-enrolment provision requirements' will be implemented.

32.21 One to One Meetings with the Clerk

To consider and agree the Terms of Reference for one to one meetings and agree a date for the first of these meetings whilst taking into account and addressing the requests and concerns raised by the Clerk with members of the Staffing Committee in September 2021. [\(Appendix E\)](#)

33.21 Independent Dispute Resolution Process

To consider a proposal from Cllr Cornell for members of the Staffing Committee to discuss the outcome of the independent Adjudicator's report to the IDR Process.

34.21 Next Meeting

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