

DOWNTON PARISH COUNCIL



To: All Members of the Staffing Committee

You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Wednesday 20th July 2022 at 7.30pm. 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
14th July 2022**

All present are encouraged to follow all HM Government Guidance on COVID-19:

- Masks to be worn.
- Please use the hand sanitiser on arrival.
- Please read the Council's revised 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.

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

01.22 Minuting of the Meeting

To resolve to approve that in the absence of the Clerk, Cllr Brentor will take the minutes of the meeting.

02.22 Public Question Time

To receive questions and statements from members of the public.

03.22 Apologies

To receive apologies for absence.

04.22 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.

05.22 Minutes

To resolve to approve the Minutes of the meeting held on Friday 7th January 2022.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

06.22 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’.

07.22 Appointment of Locum Clerk

To identify potential locum Clerks to ideally cover from just prior to the last day of the Clerk’s planned working hours (25th August) and to agree that information about an appointed locum will be provided to all councillors immediately after appointment.

08.22 Roles and Responsibilities

To consider options for future hours, contracts and job descriptions to cover the roles currently provided by the Clerk and the Administrative Officer.

09.22 Appointment of Permanent Officers

Within the Terms of Reference of the Staffing Committee to oversee the recruitment and appointment of permanent officers and to agree on the process for how this is to be achieved.

10.22 Storage of Parish Documents and Equipment

To establish options and costs for potential storage for equipment, documents and other Parish Council property currently held by the Clerk and the Administrative Officer if not immediately required by the locum appointment.

11.22 Clerk's Priorities before her Departure

To agree the priorities for the Clerk's remaining employment and to agree the contents of the Handover Report she has been asked to complete.

12.22 Arrangements for Clerk's Departure

To agree the arrangements for the Chair of the Staffing Committee to contact or meet with the Clerk weekly to consider her priorities, workload and general wellbeing.

13.22 End of Contract Letters

To agree the contents of the 'end of contract' letters for the Clerk and Administrative Officer to sign at the end of their employments and a deadline for when they will be provided to the officers.

14.22 Employer Reference

To consider the provision of references for the Clerk and Administrative Officer.

15.22 Exit Interviews

To consider a request from the Clerk for an exit interview prior to her departure with the Chair of the Staffing Committee and to consider the provision of an exit interview for the Administrative Officer should it be requested at a later date.

16.22 Next Meeting

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