

DOWNTON PARISH COUNCIL



To: All Members of the Staffing Committee

You are summoned to a Meeting of Downton Parish Council's Staffing Committee on Monday 1st August 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
26th 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

22.22 Minuting of the Meeting

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

23.22 Public Question Time

To receive questions and statements from members of the public.

24.22 Apologies

To receive apologies for absence.

25.22 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.

26.22 Minutes

To resolve to approve the Minutes of the meeting held on Wednesday 20th July 2022.

27.22 TOIL/Leave Arrangements

To consider the approach to TOIL/Leave arrangements going forward as far as they relate to new employees and to make recommendations to the Parish Council.

28.22 Pension

To consider the approach to pensions going forward as far as they relate to new employees and to make recommendations to the Parish Council.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

29.22 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’.

30.22 Officer Handover

To receive an update from Cllr North on status of the handover process and to consider any further comments/ concerns.

31.22 Recruitment of New Officer(s)

To receive an update from councillors on the status of the recruitment process and to agree on whether any further actions are required.

32.22 Way Forward Report

To consider the Panel's recommendations from the Way Forward Report and to make recommendations to the Parish Council on how they will be implemented.

33.22 Next Meeting

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