

DOWNTON PARISH COUNCIL



Minutes of the Meeting of the Staffing Committee held on Wednesday 1st August 2022 at 7.30 pm in the Bonvalot Room of the Downton Memorial Centre, The Borough, Downton.

Present: Cllr North (Chair) and Cllrs Mace, Brentor and Watts

No members of the public were present

Part 1

22.22 Minuting of the Meeting

Cllr North proposed from the Chair and it was resolved that Cllr Brentor would take the minutes of the meeting.

23.22 Public Question Time

No members of the public were present

24.22 Apologies

Cllr North proposed from the Chair and it was resolved that apologies received from Cllr Randal be accepted.

25.22 Declarations of Interest:

No Declarations of Interest were made or Dispensation Requests received by the Chair

26.22 Minutes

Cllr North proposed from the Chair and it was resolved to accept the minutes of the 20th July 2022 meeting.

27.22 TOIL/Leave Arrangements

Cllr North proposed from the Chair and it was resolved that Cllr Brentor would make some revisions to the presented document and a decision on this matter would be deferred to the September meeting of the Staffing Committee.

28.22 Pension

After recognising that this matter needs attention to comply with the recommendations from the Independent Dispute Resolution Procedure, Cllr Mace proposed and Cllr Brentor seconded and it was resolved that Cllr Brentor will draft a procedure to circulate to Committee members and a decision would be deferred to the September meeting of the Staffing Committee.

It was also agreed that, until such a procedure document is agreed, all new employees will be provided with pension information according to their contract.

Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING

29.22 There being no members of the public present, no resolution was required.

DOWNTON PARISH COUNCIL



30.22 Officer Handover

After an update from Cllr North on actions agreed with Clerk prior to her leaving date and some discussion regarding additional actions and minor changes, it was proposed by Cllr North from the Chair and resolved that he would have further discussions with the Clerk to clarify remaining actions.

All present agreed that Cllr North will give our thanks to Alison for her time with the Council during the final meeting between her, the Clerk and Cllr North.

31.22 Recruitment of New Officer(s)

Cllr Brentor provided information about the planned virtual interview with a possible locum Clerk candidate and further information about the advert for an administrative officer. After explaining the difficulties experienced in placing an advert in the Salisbury Journal, Cllr North proposed from the Chair and it was resolved that placing of the advert is supported.

Some discussion followed regarding potential interview arrangements for the Administrative Officer post.

32.22 Way Forward Report

Following a brief discussion, Cllr Mace proposed, Cllr Brentor seconded and it was resolved that the importance of the decisions of the panel be recognised and implemented where possible and that, in order for these to be given due consideration, the Terms of Reference of the Staffing Committee would be reviewed and training opportunities would be investigated for consideration at a Staffing Committee meeting in September.

33.22 Next Meeting

The next meeting of the Staffing Committee will be held on the 17th August 2022 at 7.30 pm (room booked). It is expected that this will be a brief meeting to consider any remaining actions required prior to the Clerk leaving.

There being no other business, the meeting ended at 9.30pm.

Members of the Council considered the foregoing in the matters in consideration of their duties: Equal Opportunities, (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.