



GORING-ON-THAMES PARISH COUNCIL

Notice of a Meeting of the Staffing Committee of the Goring Parish Council

Monday 22nd March 2021 at 1:00pm, Virtual Meeting

All Councillors who are members of the committee are summoned to attend the meeting.

Members of the public and press are invited to attend all meetings of the council and its committees.

(Public Bodies (Admission to Meetings) Act 1960)

Members are respectfully reminded of the obligation to declare any interests relevant to business to be *conducted at this meeting and of the convention as to withdrawal from the meeting for the relevant item unless* the interest is not one that debars the member from speaking thereon.

Authority to Hold Virtual Public Meetings

The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 [LAPCP 2020] came in to effect on the 4th April 2020, allowing the use of virtual meetings until 6th May 2021

Dial In Details for this Meeting

Telephone: 020 3713 5011 Access Code: 251-902-053

The Weblink is available on the parish council website under "Meeting and Minutes > Staffing Committee"

1:00pm – prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. **To elect a Chairman of the Committee**
2. **To receive Chairman's acceptance of office**
3. **To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))**
4. **Declarations of Interests (LA 2011 s31)**

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)
5. **To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**
6. **To receive a report on clerk team workload and request for a Zero Hours Contract Archivist**
 - 6.1. To approve Archivist Job Description
 - 6.2. To appoint an Archivist on a Zero Hours Contract; agreeing general hours and salary scale point.
7. **To receive a report on staffing, including recommendation for salary points for FY2021-2022**
 - 7.1. To approve staff salary points for FY2021-2022, excluding the Clerk
8. **To conduct annual appraisal for the Clerk, and receive report on matters relating to the employment of the Clerk**

[The Clerk will withdraw from the meeting]

 - 8.1. To review and if necessary reapprove salary point and application date for FY 2020-2021
 - 8.2. To approve salary point for FY2021-2022
 - 8.3. To note, upon successful completion of CiLCA qualification 1 additional point will be applied as contractually required from the next calendar month.
 - 8.4. To approve pension registration
9. **To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**
10. **To approve the Minutes of this meeting.**