



# GORING-ON-THAMES PARISH COUNCIL

## Minutes of a Virtual Meeting of the Staffing Committee of the Goring On Thames Parish Council Monday 22<sup>nd</sup> March 2021 at 13:00, Virtual Meeting

**Public Session – Prior to the Start of the Meeting** - No Public in attendance

**Members Present:**

Chairman                                      Cllr Matthew Brown (MBr)  
Members                                        Cllr Kevin Bulmer (KB)  
    Cllr Tony Virgo-Harris (TVH)

**Officers Present:**

Clerk    Laura White (LW)

**Public and Press:**                        None

**Meeting started 13:04**

**SC.01.1.                    To elect a Chairman of the Committee**

**Resolved:** To appoint, Cllr M Brown, Unanimous

**SC.01.2.                    To receive Chairman's acceptance of office**

To be collected after the meeting, virtual meeting.

**SC.01.3.                    To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))**

None

**SC.01.4.                    Declarations of Interests (LA 2011 s31)**

None

**SC.01.5.                    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.**

*Reason: Confidential business relating to engagement. terms of service, conduct or dismissal of employees.*

**Resolved:** Approved to close the meeting, Unanimous

**SC.01.6.                    To receive a report on clerk team workload and request for a Zero Hours Contract Archivist**

**SC.01.6.1.                    To approve Archivist Job Description**

**Resolved:** Approved, Unanimous

SC.01.6.2.        **To appoint an Archivist on a Zero Hours Contract; agreeing general hours and salary scale point.**

**Resolved:** Approved, Unanimous

**SC.01.7.        To receive a report on staffing, including recommendation for salary points for FY2021-2022**

SC.01.7.1.       **To approve staff salary points for FY2021-2022, excluding the Clerk**

**Resolved:** Approved, as recommended in the report, Unanimous

**SC.01.8.        To conduct annual appraisal for the Clerk, and receive report on matters relating to the employment of the Clerk**

SC.01.8.1.       **To review and if necessary reapprove salary point and application date for FY 2020-2021**

To remain as starting SCP.

SC.01.8.2.       **To approve salary point for FY2021-2022**

**Resolved:** Approved, to increase 1 point, Unanimous

SC.01.8.3.       **To note, upon successful completion of CiLCA qualification 1 additional point will be applied as contractually required from the next calendar month.**

Noted

SC.01.8.4.       **To approve pension registration provider**

KB detailed that he had a non-pecuniary interest as the Chairman of the OCC Pension Committee.

**[ACTION]** KB to provide the contact details for OCC pensions to LW to contact, resolution delayed to a later meeting.

**SC.01.9.        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.**

Confirmed

**SC.01.10.       To approve the Minutes of this meeting.**

**Resolved:** Approved, Unanimous

**Meeting Closed:** 13:29