



GORING-ON-THAMES PARISH COUNCIL

Minutes of a Meeting of the Staffing Committee of the Goring-on-Thames Parish Council

Tuesday 09th August 2022 at 10:30 at Gardiner Pavilion

10:20 – prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

No members of the public attended.

- 22.12.1. To elect a Chairman of the Committee** Colin Ratcliff unanimous vote
- 22.12.2. To receive Chairman's acceptance of office** accepted by Colin Ratcliff
- 22.12.3. To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))**
None
- 22.12.4. Declarations of Interests [LA 2011 s31]**
None
- 22.12.5. To consider requests for Dispensations [LA 2011 s33]** None
- 22.12.6. 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.**
No public to withdraw

22.12.7. Matters pertaining to the Resignation of the Assistant Clerk

22.12.7.1. To approve final working day of 12th August 2022 for the outgoing Assistant Clerk as they already have holiday scheduled from 13th August.

Resolved: Unanimously approved

22.12.7.2. To review the Assistant Clerk Job Description & Advert including proposed recommendations from the Clerk (S Edmunds) **Appendices A & B**

Resolved: Further details to include communications support, with further review by email. Final Job Description approval delegated to Clerk, unanimously approved.

22.12.7.3. Noting that staff recruitment, other than appointment of the Clerk, is the responsibility of the Clerk, agree vacancy advertising dates, interview panel members and planned interview dates

Resolved: To advertise the vacancy on G-O-T PC website, GGN, The Clerks Network on Facebook and Genie, and conduct interviews w/c 12th September, unanimously approved.

22.12.7.4. To consider options for temporary cover of Assistant Clerk's duties until formal appointment of a replacement Assistant Clerk including hours, duties and salary scale point within the current staffing budget.

Resolved: It was unanimously agreed to offer Laura White a temporary contract of 6 hours a week averaged over a month to be completed one month after the appointment of a new Assistant Clerk or the end of the mentoring contract.

22.12.8. 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 Unanimously

22.12.9. To approve the minutes of this meeting: Defer to the next meeting