



GORING-ON-THAMES PARISH COUNCIL

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

Tuesday 18th July 2023 at 10:00 at Gardiner Pavilion

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)

10.00 – 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 (LGA 1972 s85(1))

4. Declarations of Interests [LA 2011 s31]

Member 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 requests for Dispensations [LA 2011 s33]

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.

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

7. Matters pertaining to the Resignation of the Assistant Clerk

Appendix A/B

- 7.1. To approve final working day of 7th August 2023 for the outgoing Assistant Clerk.
- 7.2. To review the Assistant Clerk Job Description & Advert including proposed recommendations from the Clerk (S Edmunds).
- 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.
- 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.

8. Matters pertaining to the roles of Facilities, Litter Picking and Cleaning.

Appendix C/D

- 8.1. To review all job descriptions to ensure the duties of the roles remain relevant to the needs of the village.

9. To note annual appraisals are due January/February 2024

10. 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.

11. To approve the minutes of this meeting.