



# GORING-ON-THAMES PARISH COUNCIL

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

Tuesday 18<sup>th</sup> 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)

### Public Session – Prior to the Start of the Meeting

None present

### Members :

Cllr C Ratcliff (CR)  
Cllr S Lofthouse (SL)  
Cllr J Hutchins (JH)  
Cllr S Bridle (SB)

### Officers Present:

Clerk Sarah Edmunds (SE)

### Public and Press:

None present.

Meeting started 10:00

### 23.14.1. To elect a Chairman of the Committee

**Resolved:** Approved Unanimously to appoint Cllr Lofthouse.

### 23.14.2. To receive Chairman's acceptance of office

The chair signed the acceptance of office, it was countersigned by the Clerk.

### 23.14.3. To receive apologies for absence (LGA 1972 s85(1))

None

### 23.14.4. Declarations of Interests [LA 2011 s31]

None.

Cllr  
Chair of the Committee

**23.14.5. To consider requests for Dispensations [LA 2011 s33]**

None.

**23.14.6. 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.*

**Resolved:** Approved Unanimously to close the meeting and exclude the public and press.

**23.14.7. Matters pertaining to the Resignation of the Assistant Clerk Appendix A/B**

**23.14.7.1. To approve final working day of 7th August 2023 for the outgoing Assistant Clerk.**

**Resolved:** It was approved that the final working day would be the 7<sup>th</sup> August, but further noted that it is a flexible date, LW has offered to vary the date to suit including locum cover until a replacement is found.

**23.14.7.2. To review the Assistant Clerk Job Description & Advert including proposed recommendations from the Clerk (S Edmunds).**

**Resolved:** Advert is approved, Action – check that the form includes GDPR, it was further approved to complete requests for adjustments, updates to person specification via email then issue as suitable for use.

**23.14.7.3. 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:** Approved - Advertise in Henley Standard, follow up any enquiries. Vacancy dates. Interviews from the 7<sup>th</sup> – 10<sup>th</sup> August panel of Clerk plus two Cllrs CR & SB with JH as reserve if either cannot attend.

**23.14.7.4. 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:** Approved, LW offered minimum four hours within existing frame (up to existing contract).

**23.14.8. Matters pertaining to the roles of Facilities, Litter Picking and Cleaning. Appendix C/D**

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

**Resolved:** Approved to carry out the following:

Litter-picker to be supplied with a graffiti clean up kit, a schedule of work and areas covered to be added to the job description, Map of litter-picking to be shared with the volunteer litter-pickers to avoid overlap. Investigate if this role could support Facilities.

Facilities, Create an Action List to assist management of workload and locate additional assistance if required.

**23.14.9. To note annual appraisals are due January/February 2024**

Noted

**23.14.10. 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.**

Confirmed.

Meeting closed 10:59am

DRAFT