



GORING-ON-THAMES PARISH COUNCIL

Minutes 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)

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

SL

23.14.2. To receive Chairman's acceptance of office

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

None

23.14.4. 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)

None

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.

**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.

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).

Advert is approved, Action – check that the form includes GDPR, request for adjustments, updates to person spec to be advised over email

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.

Advert in Henley Standard, follow up any enquiries. Vacancy dates. Interviews from the 7th – 10th 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.

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.

Littercleaner 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 litterpicking to be shared with the volunteer litterpickers 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.

Meeting closed 10:59am