

## ROMSEY EXTRA PARISH COUNCIL STAFFING COMMITTEE

Held Remotely via Zoom: 2<sup>nd</sup> February 2021 7.15 – 8.15pm

**Present:** Dorothy Baverstock (DB), Janet Burnage (JB) (Chairperson) & Sue Tippet (ST).

**Attending:** Clerk: Carol McFarland (CM). Members of the public: None present.

### ACTION

#### 1 ELECTION OF CHAIRPERSON

**RESOLVED:** That this Committee appoints Janet Burnage as the Chairperson.

#### 2 APOLOGIES RECEIVED

None received as all present.

#### 3 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

None declared.

#### 4 PUBLIC PARTICIPATION

None Present.

#### 5 EXCLUSION OF PRESS & PUBLIC

No press or public present.

#### 6 TERMS OF REFERENCE OF THIS COMMITTEE

DB & CM

The Terms of Reference were received. It was agreed that DB and the Clerk are to review the policies and procedures the Council has in place, to recommend those that require updating and any which may be missing.

#### 7 CHANGES TO THE CLERK'S CONTRACT OF EMPLOYMENT

Council

The following items were recommended to Council for approval:

- (i) **3 Job Title** – Amend this to read ...*Clerk and Responsible Financial Officer to the Council under the provisions of the LGA 1972 s112 (1) & s151.*
- (ii) **21.2 Redress of Grievance** – Wording to be replaced by *Refer to the Council's latest adopted policy.*
- (iii) **21.3 Disciplinary Rules** - Wording to be replaced by *Refer to the Council's latest adopted policy.*
- (iv) **14.5 Annual Leave** – That the Clerk be allowed to carry forward 6 days annual leave from this year to the new leave year starting in April due to the current exceptional circumstances.

Further it was noted that 12.1 Hours of Work would need to be amended once the Council has agreed that CM is appointed to Clerk the Joint Planning Committee for the pilot 6-month period.

#### 8 DATE OF NEXT MEETING

CM

It was agreed that the meeting be agreed once DB and the Clerk have reviewed the policies and procedures of the Council.