

ROMSEY EXTRA PARISH COUNCIL STAFFING COMMITTEE

Held Remotely via Zoom: 4th May 2021 4.30 – 5.30pm

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

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

ACTION

8 APOLOGIES RECEIVED

None received as all present.

9 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

None declared.

10 PUBLIC PARTICIPATION

None Present.

11 EXCLUSION OF PRESS & PUBLIC

No press or public present.

12 MINUTES

JB

The minutes of the Staffing Committee Meeting held on 2nd February 2021 were agreed and signed by the Chairperson as a correct record of the meeting.

13 CHANGES TO THE CLERK'S CONTRACT OF EMPLOYMENT

Council

The following items were recommended to Council for approval:

- (i) **12.1 Hours of Work** – to be increased by 97.5 hours per annum with effect from 1 May 2021. This will remain in place whilst CM is Clerk to the Joint Planning Committee, initially for the pilot 6-month period. Note the additional costs of the extra 97.5 hours will be shared equally with Romsey Town Council.

The Clerk raised some issues regarding the joint planning committee, whilst it is being clerked by herself it was still the responsibility of both councils such as cover for holidays and how this will work in practice. JB to raise these concerns with the Chief Officer at the Town Council.

JB

The Clerk further raised some concerns over the return to meetings in person and raised the point that the Council as an employer has a duty of care over its employee(s).

14 POLICIES & PROCEDURES – To Receive an Update

DB&CM

DB and CM have reviewed all policies and procedures required by the Council and have identified those in place and those required. It was agreed that DB & CM now review existing policies for updating before moving onto the policies not in place yet.

15 DATE OF NEXT MEETING

CM

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