

ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council Staffing Committee

You are hereby summoned to attend the Meeting of Ardleigh Parish Council Staffing Committee to be held on

Tuesday 8 March 2022 at Ardleigh Village Hall (Committee Room) commencing at 7.30pm

for the purpose of transacting the business as set out in the Agenda

Prior to the start of discussion of items on the agenda, up to 15 minutes is available to the public to address the members of the Committee on any item on the agenda. The terms of reference for this Committee state that the meeting is to be held in private due to the confidential nature of business.

All those attending the meeting will be seated 1-2 metres apart with individual tables, are requested to wear a face covering, to wash/sanitise hands before entering the room and to complete a lateral flow test on the day of the meeting- and to send apologies if that test is positive. This is to protect all participants and their loved ones. Your cooperation is appreciated.

Rachel Fletcher – Parish Clerk

Dated 24 February 2022

Rachel Fletcher

AGENDA

1. Public participation

Please note a maximum of 15 minutes will be allowed for public comments and questions, restricted to items listed on the following agenda. At the close of this item members of the public will no longer be permitted to address the members of the Council.

2. Terms of Reference of this Committee and appointment of Chair and Vice-Chair

To note the Terms of Reference approved at the full council meeting on 7 May 2021 minute 21.091.2 'Staffing committee. Terms of reference of a new Staffing Committee were confirmed. Members were Cllrs Marshall, Whitfield and Waters. Cllr Barrott would be an ex-officio member.'

3. Apologies and reasons for absence

To note apologies.

4. Declaration of Interests

To receive declaration of any pecuniary or non-pecuniary interests relating to agenda items.

5. Minutes of previous meeting

To note that this is the first meeting of the Staffing Committee; there are no previous minutes.

6. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda items number 7 onwards as the Committee will be considering information about individual members of staff.

7. To review staffing arrangements including

- Deputy Clerk fixed term contract
- Update on annual appraisals
- Job Descriptions -consider whether changes may be needed
- Review hours worked, annual leave taken and agree end of year arrangements (including payment, and/or carrying over excess hours/ untaken leave)
- Pay awards from 1 April 2021

8. Meeting Closure