

Kempsey Parish Council

Mrs. S Baxter
Clerk and Financial Officer

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To all Members of The Staffing Committee

10th April 2014

Dear Sir/Madam,

STAFFING COMMITTEE

You are summoned to attend a meeting of the Staffing Committee on Thursday 17th April 2014 at 7.00pm at the Parish Office, Community Centre to transact the business listed below.

Yours faithfully,

S Baxter

Clerk to Kempsey Parish Council

AGENDA

1. Apologies: To receive apologies and to approve the reason for absence
2. Declarations of Interest
 1. Register of Interests: Councilors are reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 3. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant item/s unless a Dispensation has been granted.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes.

3. Minutes: To consider the adoption of the minutes of the Staffing Committee 26.03.14
4. To discuss document processing and printing in the Parish Office. *(Cllr Rea)*
5. To discuss ancillary duties performed by Office Staff. *(Cllr Rea)*
6. To discuss staff requirement at planning meeting. *(Cllr Rea)*

Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from agenda items 7 -15 inclusive as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

7. To Discuss the Clerk's Appraisal.
8. To Discuss Assistant to Clerk's Appraisal.
9. Report to the Monitoring Officer re: The Clerk's grievance outcome.
10. Review of protocols to offer protection for the Clerk against - unwarranted visits to The Parish Office.
11. To offer help and support in respect of Clerk's ongoing health problems – consideration be given to working from home.
12. To discuss methods of recording staff time and attendance with regard to current working practises.
13. To discuss and, if necessary, make recommendations to formalise the use of Parish Office Resources by those working parties agreed to by Council resolution.
14. Consideration for payment of additional hours for The Assistant to the Clerk to assist /attendance at the May Parish Council Meeting, Annual Parish Meeting and compilation of Parish Annual Newsletter.
15. To discuss the role/responsibilities for Assistant to the Clerk.