



Parish Clerk: Carol Hall
Village Hall, Farrington Road
Paulton. BS39 7LW
Telephone: 01761 413644 Fax: 01761 413679
E-mail: clerk@paultonparishcouncil.org.uk
Website: www.paultonparishcouncil.org.uk

To: - Members of the staffing committee: Councillors D Garlick, G Garlick, G Johnson, A Lyons and J Meaton.

You are summoned to attend a meeting of the **Staffing Committee** to be held in the Community Hub **Wednesday 23rd June 2021 @ 7pm.**

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Carol Hall".

Carol Hall, Parish Clerk

THIS MEETING MAY BE FILMED OR RECORDED

AGENDA

1. ELECTION OF CHAIRMAN 2021/22

To elect a Chairman for the ensuing municipal year.

2. ELECTION OF VICE-CHAIRMAN 2021/22

To elect a Vice-Chairman for the ensuing municipal year.

(The committee may appoint a Vice-Chairman but does not have to do so).

3. APOLOGIES FOR ABSENCE

To note any apologies for absence.

4. PUBLIC PARTICIPATION

In accordance with Standing Order 3, members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

5. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

6. CONFIRMATION OF MINUTES

That the minutes of the Committee's meeting held on 9th February 2021 are approved as a correct record and signed by the Chairman.

7. LONG SERVICE AWARDS (attached)

Cllr Anne Lyons would like to propose the attached Long Service Recognition scheme for employees.

8. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider Staffing matters.

9. OPERATION AND ORGANISATIONAL REVIEW (attached)

To review the recommendations following the operation and organisational review and agree solutions to be taken to the Full Council.

10. PAYROLL (attached)

To consider outsourcing the payroll for the Council. The attached report provides further details.

11. REPLACEMENT RFO

Following the resignation of the RFO the committee need to understand the impact for the Council in the short term and agree the recruitment plan.

12. CLERK SALARY REVIEW

To review the Clerks salary following the successful completion of the CILCA qualification. An independent salary review is being completed as part of the organisational review and should be available in readiness for the meeting.