

BARROWBY PARISH COUNCIL


Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
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Dear Councillor

I hereby give you notice that the BARROWBY PARISH COUNCIL STAFFING COMMITTEE MEETING will be held via Zoom video conference on Monday 19th April 2021 at 7.00pm.

Meeting ID: 881 9656 3011
Passcode: 062765

All members of the Parish Council Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Signed:  Clerk to the Council. Date: Wednesday 14^h April 2021

- 1. WELCOME REMARKS BY THE CHAIRMAN.**
- 2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN.**
- 3. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
 - 3.1 To receive declarations of Members' interests in relation to agenda items.
- 4. APPROVAL OF MINUTES.**
 - 4.1 To resolve to accept the Clerk's notes of the Staffing Committee Meeting held on 18th January 2021.
- 5. TERMS OF REFERENCE**
 - 5.1 To review the Terms of Reference for the Staffing Committee.
- 6. CLOSED SESSION**
 - 6.1 To resolve to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed regarding staff contracts, appraisals and annual leave.
- 7. ASSISTANT CLERK CONTRACTED HOURS**
 - 7.1 To consider the business case put forward by the Clerk and Assistant Clerk and recommend to Parish Council that the Assistant Clerk's contracted hours are increased from 6 to 9 per week and to change to flexible working hours as per the business case.
- 8. APPRAISALS.**
 - 8.1 To receive feedback from the Clerk following completion of staff appraisals.
 - 8.2 To receive feedback from Councillor Cupit following completion of the Clerk's appraisal.
- 9. STAFF HOLIDAYS.**
 - 9.1 To receive an update on staff annual leave.
- 10. DATE FOR NEXT MEETING.**
 - 10.1 TBA July 2021.