

CRICH PARISH COUNCIL

Glebe Field Centre,
Glebe Field Close,
Crich
Derbyshire
DE4 5EU

E-mail: clerk@crich-pc.gov.uk

12th October 2020

Dear Councillor

You are summoned to attend the Meeting of Crich Staffing Sub-Committee on Monday 19th October 2020 at 10.00am via video conference.



Carolyn Jennings
Clerk & RFO

AGENDA

1: ABSENCE

To note apologies for absence.
Apologies: **None**

2: VARIATION OF ORDER OF BUSINESS

3: DECLARATION OF MEMBERS' INTERESTS

- a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
- b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest. **None.**

4: CONFIDENTIAL INFORMATION

To move the following resolution: 'That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of a Member or employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw'. Any documents referring to the confidential discussion are supplied also confidential.

5: CLERK – C JENNINGS

a) Annual leave sheet

Includes adjustment to reflect extra day annual leave as advised by NALC. To be signed by Council Chair, Cllr M Lane – at a later date.

Appendix A

b) Time sheets

July, August and September - to be reviewed. To be signed by Council Chair, Cllr M Lane – at a later date.

Appendix B

c) Annual time summary

Summary of hours worked September 2019 to August 2020.

Appendix C

d) Clerk's Annual Appraisal

The Clerk's Annual Appraisal took place on 14th September 2020. Council Chair to provide verbal report.

e) Recognition

Overview of previous Staffing Sub-Committee discussion, attached

Appendix D

Staffing Sub-Committee recommendation to be considered by the Finance Committee Meeting of 19th October 2020 immediately following this meeting.

6: REVIEW ROLE OF CLERK & RESPONSIBLE FINANCIAL OFFICER

Update on progress from Staffing Sub-Committee Chair and Council Vice Chair, Cllr P Yorke, Finance Committee Chair, Cllr V Broom and Council Chair, Cllr M Lane.

7: STAFFING SUB-COMMITTEE

Full Council agreed: "Staffing Sub-Committee Terms of Reference to be reviewed after six months from first meeting" to consider if the new structure is working, to be on the Staffing Sub-Committee Meeting Agenda 19th October 2020, attached

Appendix E

8: NEXT MEETING

Monday 18th January 2020 – 10.00am

Location/method to be agreed closer to meeting date.