

Malvern Wells Parish Council

From the Locum Clerk – Kate Howe

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Notice is hereby given that a meeting of the **Staffing Committee** will be held on Wednesday 26th July 2023 at **Malvern Wells Village Hall Committee Room at 7 pm.**

Public participation

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. The time allowed will be at the discretion of the Chairman.

Agenda

1. To receive and consider Apologies for Absence.
2. Declarations of Interest
 - a) **Register of Interests: Councillors are reminded of the need to update their register of interests.**
 - b) **To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.**
 - c) **To declare any Other Disclosable Interests in items on the agenda and their nature.**
 - d) **To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011)**

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

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

3. To **consider and approve** the minutes of the previous Staffing Committee meeting held on April 26th 2023.

4. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following items.

- a) It is recommended that the Staffing Committee **resolve** to exclude the public and press.

5. 'Interim' Clerk Role

- a) To **note** impact of Burial Ground Manager resignation.
- b) To **note** no current contract or staffing responsibility in place to cover BGM workload and legal requirement to manage burial ground.
- c) To consider and if appropriate **approve** to appoint current 'Locum' Clerk as 'Interim' Clerk on 37 hpw contract through LCC Consultancy to administer combined Clerk / RFO / BGM roles from 1st August to 31st December 2023, to provide effective cover until new permanent Clerk is formally appointed and supportive handover managed.
- d) To consider and if appropriate **approve** to appoint Interim Clerk on revised rate as notified.
- e) To **recommend** to Council 26th July meeting matters as approved above in confidential session.

6. Bank authorisation / Signatory role

- a) To **note** bank authorisation / signatory and payment issues continue detrimentally impacting MWPC administration, as Locum Clerk does not currently have access / payment authority status for MWPC bank accounts.
- b) If 'Interim' role approved to **recommend** to Council 26th July meeting Interim Clerk be appointed as bank authority/ signatory/ debit card holder for MWPC until permanent Clerk appointed and approved as bank authority.