

Heytesbury, Imber & Knook Parish Council

Staffing Committee Meeting (1) Agenda

To Members of the Staffing Committee

Councillors L Morris (Chair), S Buttenshaw, B Cattermole, R Rickcord, and S Smith.

The first meeting of the Staffing Committee will be held in Heytesbury Church on Wednesday 23rd July 2025 at 5.45 pm

This meeting will be held in closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.



Karungi Grant, Locum Parish Clerk

21st July 2025.

Apologies for Absence

To receive and approve any apologies for absence.

Declarations of Interest

To receive declarations of interest in accordance with the Council's Code of Conduct.

Resolution to Exclude the Public and Press

To pass a resolution to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the discussions.

Staffing Structure Review

To consider current staffing arrangements and adopt Terms of Reference

Letter of engagement for Locum Clerk

To agree and consider amendments to contractual arrangements, ratify and issue letter to Locum Clerk.

Homeworking Allowance

To consider the implementation and parameters of a homeworking allowance for the Locum Clerk

Clerk Vacancy Specification

To review the previously circulated draft job specification with a view to finalising amendments, agreeing the content, and determining the proposed timeframe and method for advertising the vacancy.

Confidential Human Resources Matters

To review six HR-related items requiring detailed committee consideration ahead of submission to the Parish Council for formal decision-making.