

## MARCHAM PARISH COUNCIL PERSONNEL COMMITTEE

Please note: Owing to the current Covid-19 Coronavirus situation, and under powers granted by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020, the Personnel Committee will meet virtually via Zoom.

You are hereby summoned to attend an online meeting of the Parish Council to be held on Wednesday 28th October, 2020 at 7.30 p.m. for the transaction of the business stated below. Access is available via the following link: <https://zoom.us/j/7812070781>



Mrs. L.A. Martin  
Clerk of the Council  
(Tel: 01865 391833)

Orchard House,  
90 Howard Cornish Rd,  
Marcham,  
Abingdon,  
Oxon. OX13 6PU

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### A G E N D A

1. Appointment of Chairman  
To note that Parish Councillor David Walton and former Chairman of the Personnel Committee has resigned from the Council.  
To appoint a replacement Chairman to hold office until the next annual meeting of the Council.
2. Apologies for Absence
3. Declarations of Interest  
To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
4. Exclusion of public  
To resolve to exclude members of the public and the press from the meeting under the Public Bodies Admission to meetings Act 1960 for reasons of employee confidentiality

5. Minutes of the Personnel Committee meeting held on 4th June, 2020  
To agree or amend the draft minutes of the meeting.
6. Matters Arising from the minutes
7. Annual Appraisal / Workload
  - (i) To consider how to undertake the annual appraisal for the Clerk
  - (ii) To consider how to review of the Clerk's workload as agreed at the meeting of the Personnel Committee held on 29th May 2019
8. Clerk's contract of Employment
  - (i) The Clerk is currently employed on the National Joint Council for Local Government Services terms. To note the agreement with National Employers for a 2.75% increase from 1st April 2020, and the HMRC increase in home working allowance of £2 per week. These increases were agreed by Council on 14th October, 2020.
  - (ii) To consider how best to review the Clerk's Contract of Employment, in view that this was an internal audit requirement as at March 2019.
9. Matters raised by members for information
10. Public to rejoin the meeting
11. Date of next meeting  
To decide the date of the next meeting of the Personnel Committee