



20th July 2026

To the Staffing Committee

Dear Councillors,

You are hereby summoned to attend an Extra Ordinary **Staffing & GDPR Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Wednesday the 22nd July 2026 at 6.30 pm** for the purpose of transacting the following business.

Yours faithfully

Tanya Edmunds

Tanya Edmunds
Chair of the Staffing Committee/Parish Council Vice Chair

AGENDA

1. Apologies

To receive and approve apologies.

2. Declarations of Interest

a) To receive disclosures of Pecuniary Interests;

b) To receive disclosure of Non-Registerable Pecuniary Interests;

c) To disclose the receipt of hospitality or gifts over the value of £10 and

d) To receive written requests for dispensations on items to be discussed at the meeting.

N.B: If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.

3. To adopt the Minutes of the Staffing Committee Meeting held on the 7th July 2026.

4. Matters arising – Information only.

5. To retrospectively agree the appointment of a temporary member of staff and the associated costs

6. Office Management Arrangements During Clerk Vacancy

To consider and agree temporary office management arrangements following the departure of the Clerk, including the temporary allocation of responsibilities to the Senior Office Administrator and support arrangements for the temporary Administrative Assistant.

7. Temporary Delegation of Responsibilities

To agree interim arrangements and delegated responsibilities for:

- Day-to-day office management.
- Authorisation of annual leave and sickness reporting.

8. Recruitment of Clerk/RFO

To confirm:

- The interview panel.
- Responsibilities for overseeing the recruitment process.
- Arrangements for interviews and candidate assessments.

8. Office Staffing and Working Hours

To review and agree staffing arrangements, working hours and priorities for office staff during the interim period.

10. Payroll and Financial Administration

To agree arrangements for payroll administration and related staffing matters until a permanent Clerk/RFO has been appointed.

11. Interim Support and Reporting Arrangements

To consider what support and authority is required for the Senior Office Administrator whilst undertaking additional responsibilities and to agree reporting arrangements to the Staffing Committee.

12. Office Continuity and Risk Management

To review arrangements for maintaining essential council services during the vacancy, including:

- Financial administration.
- Payroll.
- Council meetings and agendas.
- Correspondence management.
- Statutory and regulatory requirements.

12. Temporary Salary Uplift

To consider and approve a temporary salary uplift/acting-up allowance in recognition of additional responsibilities undertaken during the interim period.

13. To consider additional workwear items for the Maintenance Team

14. Confidential Staffing Matters

To receive an update regarding recent staffing matters and grievances and to determine and agree any action required.

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.