



EARL SHILTON TOWN COUNCIL

Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 21 November 2017** at the **ESTC Office**, 21, Wood St., Earl Shilton, LE9 7NE starting at **6.30 p.m.** for the transaction of the business detailed on the agenda below. Members of the Staffing Committee are summoned to attend please.

ME Jackson
Town Clerk
21, Wood St., LE9 7NE
01455 843386

Dated: 17 November 2017

AGENDA

1. Chairman's welcome and opening remarks.
2. To receive apologies for member absence.
3. Declarations of interests. To receive disclosures of individual member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. The Cttee must resolve to move into private session.

4. To receive and approve as a true record the minutes of the Staffing Committee meeting held on 12 October 2017.
5. To scrutinise staff time off in lieu (TOIL) records for the current year.
6. Update on the Groundcare Apprentice recruitment process.
7. Receive and update on staff sick absence issues.
8. To discuss progress for the latest stage of staff Personal Development Reviews (PDR).
9. Key Performance indicators (KPIs) for staff. Discuss the reply from the Council's retained HR Consultant.
10. ESTC payroll function. To review, (with quotes and qualitative statements), whether or not it should remain in-house with the Office Clerk or be outsourced commercially.
11. Review progress towards standardising staff contracts.

12. To consider a motion to spend £250 on the Office Clerk's formal CiLCA portfolio (examination) registration.
13. Groundcare Staff Training Needs Analysis. *Operational Inspector & Maintenance Course plus examination* for minimum quarterly play equipment safety checks.
14. To consider staff holiday requests for the month of October 2018.

The public and media are cordially invited to attend but will be excluded from any items declared as *confidential* within the meaning of the Public Bodies (admissions to meetings) Act 1960.