



Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 08 November 2016** at *The Stute*, Station Rd., Earl Shilton, LE9 7GA 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.

Dated: 02 November 2016

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

AGENDA

- Chairman's welcome and opening remarks.
- 2. To receive apologies for member absence.
- 3. Declarations of interests. To receive disclosures of members' interests, i.e. the existence and the nature of those interests in respect of items on this agenda.
- 4. To receive a report from the Town Clerk regarding Outdoor Staff training and working hours, i.e. move to Winter hours for Outdoor Staff, trial change of Office Assistant hours, attendance at Saltex, driver training/permitted drivers, Clerk and Office Clerk training.
- 5. To receive an update from the Town Clerk regarding recruiting of a member of the Outdoor staff.

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.

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- 6. To receive and approve as a true record the minutes of the Staffing Committee meeting held on 13 September 2016.
- 7. To receive a report from the Chairman of the Cttee and or Town Clerk regarding any remaining legal issues which may affect Council and to outline proposals to professionally update Council *Standing Orders* and policies.
- 8. To receive a report from the Town Clerk regarding staff sick absences and potential staff absences.

End of *private session* and Confidential Items.

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.