



EARL SHILTON TOWN COUNCIL

Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 22 May 2018** at **The Stute, Station Road.**, Earl Shilton, LE9 7NE starting at **7.00 p.m.** for the transaction of the business detailed on the agenda below. Members of the Staffing Committee are summoned to attend please.

Dated: 15 May 2018

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

AGENDA

- 18/001 Chairman's welcome, opening remarks, annual election of a Cttee Chairman and; in the absence of the Town Clerk or officer; appoint an official minute taker who is not the Cttee Chairman.
- 18/002 Election of a Deputy Cttee Chairman.
- 18/003 To receive apologies for member absence.
- 18/004 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.
- 18/005 To consider the progress of reviewing formal Council policies and procedures.
- 18/006 To consider a review of the Cttee's *Terms of Reference*.

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.

- 18/007. To receive and approve as a true record the minutes of the Staffing Committee meeting held on 13 March 2018.
- 18/008. To consider the implications and possible welfare actions needed for the management of the continued long term sick absence of a member of staff.
- 18/009. To discuss the concern(s)/unhappiness with terms and conditions of service expressed to one or more Cttee members by a particular member of staff
- 18/010. To discuss an informal (conduct) complaint made by a member of staff against the Town Clerk.

18/011. To discuss the implications of recent conjoint staff holiday/sick absence and Office staffing.

18/012. To consider staff hours of work.

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.