



EARL SHILTON TOWN COUNCIL

Notice is hereby given that a **Staffing Committee Meeting** of Earl Shilton Town Council will be held on **Monday 28 June 2021** at the **Independent Chapel, 89, High St.**, Earl Shilton, LE9 7LR starting at **7.00pm** for the transaction of the business detailed on the agenda below. Members of the Committee are summoned to attend please. 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.

ME Jackson, Town Clerk
21, Wood Street
Earl Shilton LE9 7NE
01455 843386

Dated: 16 June 2021

AGENDA (website <https://www.earlshiltontc.org.uk/default.aspx>)

- 21/001 Election of a Cttee Chairman and Deputy Chairman for the Civic Year followed by Chairman's welcome and opening remarks.
- 21/002 To receive apologies with reasons for Cllr member absence.
- 21/003 Declarations of interests. To receive disclosures of 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. Members will resolve to go into Private Session.

- 21/004 To receive and approve as a true record the minutes of the Staffing Cttee meeting held on 23 March 2021.
- 21/005 To review Staff sick absences, workload and contractual consequences including:
 - a. Resignation due to personal needs.
 - b. Recruitment of a full time replacement and or temporary covers.
 - c. Current/future staffing/ways of working verses workload peaks, holidays, sick absences expected and training needs.
 - d. Relevant late items.
- 21/006 To consider appointing a staff member to the title of Deputy Clerk - brought forward, as planned, from the last meeting.

21/007 To review the pay scale point for a staff member – brought forward, as planned, from the last meeting.

21/008 To review the Staffing Cttee's Terms of Reference – recommendation to Full Council.

21/009 Pay award for 2021/22 for all staff as a cost of living addition - Local Government Employers Association offer of a 1.5% increase across the board of all grades.

Last Item