



## EARL SHILTON TOWN COUNCIL

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Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 13 February 2018** at **The Stute, Station Road.**, Earl Shilton, LE9 7NE starting at **6.00 p.m.** for the transaction of the business detailed on the agenda below. Members of the Staffing Committee are summoned to attend please.

Dated: 08 February 2018

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

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### 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 receive and approve as a true record the minutes of the Staffing Committee meeting held on 16 January 2018.
6. To consider the implications and possible welfare actions needed for the management of the continued long term sick absence of a member of staff re the Town Clerk's letter dated 06 Feb 18 to the individual concerned.
7. To consider a written offer of a General Data Protection Regulation (GDPR) website audit by Council's current provider, (*InTouch*), at a cost of £150 prior to May 2018.
8. From the Chairman updates regarding:
  - Staff PDRs and pay points.
  - Staff contracts.
9. Chairman's current review of Staff TOIL.

**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.**