



Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 18 July 2017** 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: 13 July 2017

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

### 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 11 April 2017.
5. To consider a motion to adopt a final draft of the revised staff contract template.
6. To consider a motion to accept a medical reference for staff member.
7. To consider a motion/recommendation *to Full Council* to amend ESTC *Standing Orders* and Financial Regulations so that the Office Clerk may deputise for the Town Clerk when he is sick absent or on holiday.
8. To consider a motion to adopt a Lone Working Policy for staff/members.
9. To receive staffing matters from Cttee members through the Chairman's discretion.

### **End of 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.**