



Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 22 August 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.

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

Dated: 16 August 2017

### 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 18 July 2017.
5. Staff contracts – update to Cttee members on adoption by current staff.
6. To consider a request by Groundcare staff to attend the Saltex Expo on Wed 01 Nov 17.
7. To consider staff contract hours as follows:
  - a. A written request to increase contracted hours from a member of the indoor staff.
  - b. A verbal report (Town Clerk) re reduction of hours for a member of the outdoor staff.
  - c. The offer of a revised contract to Full Time for a member of the outdoor staff.
8. To consider:
  - a. Progress towards adopting a Lone Working Policy for staff/members.
  - b. A mobile 'phone deal/allowances for lone working and as an additional Office line.
  - c. Staff study time for CiLCA.
9. To receive staffing matters from Cttee members through the Chairman's discretion.

**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.**