



Notice is hereby given that a meeting of **Earl Shilton Town Council Staffing Committee** will be held on **Tues 13 December 2016** at *The Stute*, Station Rd., Earl Shilton, LE9 7GA 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: 07 December 2016

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 members' interests, i.e. the existence and the nature of those interests in respect of items on this agenda.
4. To note the dates for the start/cost (£190) of the Office Clerk's contracted CiLCA training; and, additionally, the proposed cost (£35) for a ½ day 'minute taking' course for Cttee approval.

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.

5. To receive and approve as a true record the minutes of the Staffing Committee meeting held on 08 November 2016.
6. To discuss a motion/recommendation to Full Council regarding the end of the Town Clerk's probation period.
7. To receive a report from the Town Clerk regarding the future staff cost model for the Council's outdoor staff with supporting documents such as job descriptions, (person specifications and draft contracts to follow or be tabled on the night).
8. To discuss a motion to adopt a staff *Personal Development Review* 'template'

End of *private session* and 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.