



**22<sup>nd</sup> March 2023**

**To all Members of Council**

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Wednesday the 29<sup>th</sup> March 2023**, to be held at 7pm for the purpose of transacting the following business.

Yours faithfully

*Lynn Clarke*

Lynn Clarke  
Clerk/RFO

## **AGENDA**

### **1. Apologies**

*To receive and approve apologies*

### **2. Declarations of Interest**

*a) To receive disclosures of Pecuniary Interests;*

*b) To receive disclosure of Non-Registerable Pecuniary Interests;*

*c) To disclose the receipt of hospitality or gifts over the value of £10 and*

*d) To receive written requests for dispensations on items to be discussed at the meeting.*

***N.B:*** *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

*Standing Order 3e*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.*

### **3. To adopt the Minutes of the Staffing Committee Meeting held on the 30<sup>th</sup> November 2022.**

4. To review the probation period of the Senior Office Administrator.
5. To review remaining holiday entitlements and to agree how these are managed.
6. To discuss the casual labourers job title and agree any revisions.
7. To review office staff working hours.
8. To agree a date for the Clerks appraisal.
9. To review the Clerks Contract of employment.
10. To adopt the Toil Policy.

*Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.*

**This meeting has been advertised as a public meeting and as such could be filmed or recorded.**

**Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.**