



21st June 2022

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 29th June 2022** **To follow on from General Purpose, Finance Staffing and Audit Committee Meeting** for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

AGENDA

1. Election of Chair

2. Election of Vice Chair

3. Apologies

To receive and approve apologies

4. 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.*

5. To appoint two members to be responsible for accessing staff records if required

6. To agree the Special Leave policy

7. To agree the Staff and Office Management Policy and Plan

8. To review the Working from Home Policy

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'.

9. To adopt the Minutes of the Staffing Committee Meeting held on the 21st September 2021 and the consultation notes from the consultation meeting on the 10th March 2022.

10. To review office working hours.

11. Matters arising

12. Review of extended probation period

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.