

**Notice of Staffing Committee meeting to be held on
Monday 6th March 2017 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
 - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the committee meeting held on 23 January 2017 from those members present at the held meeting.**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **General Matters**
 - 5.1 Review of staffing documents that require updating and developing a plan of action for this.
 - 5.2 Discussion on Caretaker duties and the locking of the parks, leaving the site unattended.
 - 5.3 To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.
 - 5.4 Report on the progress of staff contracts from Cllr. Knowles.
 - 5.5 Report on current staffing situation from Cllr. Knowles.
 - 5.6 Consideration of an application for a temporary change in hours of working.
6. **Exchange of Information**
7. **To confirm the date, time and venue of next meeting**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mrs Patricia Kirby Clerk to the Council dated 28 February 2017