

**Notice of Staffing Committee meeting to be held on
Tuesday 29th August 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 May 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. **Discussion surrounding any implications of the financial report**
6. **General Matters**
 - 6.1 To consider a request from a Councillor to attend a course on 15th November 2017.
 - 6.2 To decide on the pay levels for out of hours call out fees.
 - 6.3 Discussion on giving authority for the non-manual staff to cease using the clocking in system in the Community Centre and start using an electronic timesheet system.
 - 6.4 Discussion on switching the payroll system from cheque to BACS.
 - 6.5 Follow up on the appointment of a Health and Safety representative of the Parish Council.
 - 6.6 Discussion surrounding the staffing issues on suggested new park opening and closing times.
 - 6.7 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.
 - 6.8 Report from Chair of the Appeals Panel regarding an ongoing staffing matter.

7. Exchange of Information
8. To confirm the date, time and venue of next meeting – Monday 13th November 2017.

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mo Anderson-Dungar Proper Officer of the Council dated *22 August 2017*