

**Notice of Staffing Committee meeting to be held on  
Tuesday 21<sup>st</sup> March 2023 at 7pm  
In the Council Chamber, Diamond Jubilee Lodge, Woodview Road  
Councillors are summoned to attend for the purpose of transacting the following  
business.**

**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.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

**AGENDA**

- 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.
  - (b) (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*)
  - (c) Clerk to report any written requests for dispensation in respect of items on this agenda.
- 3. To Approve the Staffing Committee Meeting Minutes of the Meeting held on 15<sup>th</sup> November 2022. (1-2)**
- 4. Public Participation**

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
- 5. To Consider Adoption of Staff Handbook and Associated Staffing Policies (3-102)**
- 6. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7, 8 and 9 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.**
- 7. To Receive Notification of Completed Staff Appraisals (103)**
- 8. To Consider Contractual Pay Increase for the Clerk (104)**
- 9. To Consider Increase in Café Staff Hours to Enable Extended Opening of the Café (subject to Community Centre Committee agreement) and Agree Consultation with Current Staff (105)**
- 10. To confirm the date, time and venue of next meeting**