

4<sup>th</sup> July 2023

All Committee Members are summoned to attend an ORDINARY MEETING of the STAFFING COMMITTEE to be held on Monday 10<sup>th</sup> July 2023 at 7.30pm in the Pavilion, Englefield Road.

Regards



Di Hughes  
Operations Manager/Clerk

## AGENDA

### 1. APOLOGIES

Council to receive apologies and reasons for absence.

### 2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Council to approve and sign the minutes of the Annual Council meeting held on 27.03.2023.

### 4. OPEN MEETING & PUBLIC FORUM

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise Issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

### 5. ELECTION OF CHAIRMAN & VICE-CHAIRMAN

To elect the chairperson & vice chairperson of the staffing committee for the period and for the elected chairman to declare acceptance of office.

### 6. EXCLUSION OF PRESS AND PUBLIC MOTION:

Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information. RECOMMENDATION: Agenda items 7, 8 & 9 to be considered under Standing Order 3D as a closed meeting.

### 7. SIX MONTH PROBATION REVIEW OF THE NEW OPERATIONS MANAGER/CLERK

### 8. SETTING OF KPI'S FOR THE NEXT 12 MONTHS FOR THE NEW OPERATIONS MANAGER/CLERK

### 9. APPROVAL OF ANNUAL LEAVE & FLEXIBLE WORKING ARRANGEMENTS FOR SUMMER 2023

### 10. DATE OF NEXT MEETING

Members of the public and press are very welcome to attend.