

## AGENDA

13<sup>th</sup> February 2023

An ORDINARY MEETING of the **STAFFING COMMITTEE** will be held on Wednesday 22<sup>nd</sup> February 2023 at 7.00pm in the Pavilion, Englefield Road and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards



Samantha Haywood  
Locum Clerk/RFO to the Parish Council

**1. APOLOGIES**

MOTION: Committee 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 and to update their Register of Interests as required.

**3. MINUTES OF THE PREVIOUS MEETING**

MOTION: Committee to approve and sign the minutes of the Staffing Committee meeting held on 04.01.23.

**4. OPEN MEETING**

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. 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 item 6, 7, 8 and 9 to be considered under Standing Order 3D as a closed meeting.

**6. NEW CLERK KPIS**

MOTION: Committee to consider and approve KPIS for the new Operations Manager/Clerk. (SH)

**7. OFFICER ANNUAL LEAVE**

MOTION: Committee to note that all Officers are entitled to one extra day's annual leave for 22/23. (SH)

MOTION: Committee to consider and decide upon a 3-week annual leave request from an Officer. (SH)

**8. OFFICER EMPLOYMENT CONTRACTS**

MOTION: Committee to consider and decide whether Officer employment contracts are fit for purpose and whether they need to be updated. (SH)

**9. TRAINING PLANS**

MOTION: Committee to consider and approve Officer Training Plans. (SH)

**10. EMPLOYEE HANDBOOK**

MOTION: Committee to consider and decide upon drafting an Employee Handbook. (SH)

**11. OFFICE OPENING HOURS**

MOTION: Committee to consider and decide upon the office opening hours. (SH)

**12. DATE OF NEXT MEETING**

Tba.

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