



16<sup>th</sup> October 2024

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Wednesday the 23<sup>rd</sup> October at 7.00 pm** for the purpose of transacting the following business.

Yours faithfully

*Lynn Clarke*

Lynn Clarke  
Clerk/RFO

## **AGENDA**

### **1. Apologies**

*To receive and approve apologies.*

### **2. Declarations of Interest**

*a) To receive disclosures of Pecuniary Interests;*

*b) To receive disclosure of Non-Registerable Pecuniary Interests;*

*c) To disclose the receipt of hospitality or gifts over the value of £10 and*

*d) To receive written requests for dispensations on items to be discussed at the meeting.*

***N.B:*** *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

*Standing Order 3e*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.*

### **3. To adopt the Minutes of the Staffing Committee Meeting held on the 15<sup>th</sup> July 2024.**

### **4. Matters arising – Information only.**

### **5. To ratify the decision made via email to approve strimmer training.**

### **6. To ratify the decision of appointing new office staff.**

### **7. To review the progress of the new employees.**

8. To agree the plans for the phased return of an employee and to review progress to date.
9. To review the pay scales of all staff for budgeting purposes.
10. To approve the cost of two additional Learning Hub licenses for staff training.
11. To consider amendments to the Committees Terms of Reference.
12. To consider a complaint received.

*Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.*

**This meeting has been advertised as a public meeting and as such could be filmed or recorded.**

**Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.**