

AGENDA



To: Cllr J Roberts Cllr S Terry
Cllr S Ward

Date: 10th August 2021

NOTICE OF MEETING

You are summoned to a meeting of the Staffing Committee on **MONDAY, 16th August 2021** at Northway Community Hub **at approximately 8.30 p.m. directly following a meeting of the Planning Committee and Extraordinary Full Council.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions; Equal Opportunity (age, race, gender, sexual orientation, faith, marital status and any disability), Crime & Disorder (Section 17), Health & Safety and Human Rights

Consideration should be given to the impact of Council decisions on climate change and, in line with its policy, Members should do what they can to reduce the Councils carbon footprint, where reasonably possible.

Members should be aware at all times that **photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is now permitted under the Openness of Local Government Bodies Regulations 2014.**

The records of these meetings are available to view, by written request to the Clerk

The meeting Agenda follows over the page for your information.

C M Woodward

Clerk of the Council

AGENDA
STAFFING COMMITTEE 16th AUGUST 2021 at 7.00 p.m.

1. **Election of Chairman** for the forthcoming municipal year
2. **Apologies for Absence**
3. **Election of Vice Chairman** for the forthcoming municipal year
4. **Declarations of interest.**

Pursuant to the adoption by the Council on 11th July 2012, of the Northway Parish Council Code of Conduct, Minute Reference C/04/08 including paragraph 12(2), Members are invited to declare any interest they may have in the business set on the Agenda to which the approved Code of Practice applies.

Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office. In addition, Members are reminded to declare any new Interests or notify the Monitoring Officer of any changes to their existing Register of Interests.

5. **Minutes of the Previous Meeting:** Minutes of the Staffing Committee that took place on 24th March 2021. For approval and signature
6. **Matters Arising from Previous Minutes:**
7. **Health and Safety File**
 - i. To review the File compiled by NFU Mutual, Risk Management Services and consider content and whether any amendments are necessary. To determine.
 - ii. To consider / determine necessary actions resulting from the review.
8. **COVID-19:-** Having reached stage 4 of the Government's Roadmap to opening up to consider any necessary actions relating to staff, councillors and hirers. To determine necessary action.
9. **Litter Picker Role** – To receive resignation from the Litter Picker and consider necessary actions i.e. job description, contract, rate of pay, advertising etc. To determine.
10. **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz: -**

That in view of the special / confidential nature of the business about to be transacted i.e. relating to staff/and contractual matters, it is advisable in the public interest that the public and press are temporarily excluded and they are instructed to withdraw. (Contractual and staffing matters to be discussed).
11. **Exclusion Items** – COUNCILLORS ONLY.
12. **Training** – To consider further training opportunities for Staff and Councillors. To determine action.
13. **Kickstart** – To receive correspondence relating to this programme (assisting with work placements). To determine any action.
14. **Correspondence received after 10th August 2021:**