

# AGENDA



To: Cllr J Roberts (Chairman)      Cllr Mrs S Terry (Vice-Chairman)  
Cllr S Ward

Date: 13<sup>th</sup> October 2022

## NOTICE OF MEETING

You are summoned to a meeting of the Staffing Committee on WEDNESDAY, 19<sup>th</sup> October at 7.00 p.m. taking place in the Ray Shill Room.

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*

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Clerk of the Council

**AGENDA**  
**STAFFING COMMITTEE**  
**19<sup>th</sup> OCTOBER 2022 at 7.00 p.m.**

1. **Apologies for Absence**

2. **Declarations of interest.**

Pursuant to the adoption by the Council on 11<sup>th</sup> 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.

3. **Minutes of the Previous Meeting:**

- Minutes of the Staffing Committee Meeting that took place on 6<sup>th</sup> April 2022. For approval and signature.
- Minutes of the Staffing Committee Meeting that took place on 22<sup>nd</sup> June 2022. For approval and signature.

4. **Matters Arising from Previous Minutes -S/05/22 Health and Safety File: -**

**Lone Working** – Lights have been installed on the gates at the Hub and the camera facing the gate has been upgraded (existing one failed).

**Fire Risk Assessments** – Cllr Blackmore has confirmed she would assist with a Fire Risk Assessment at the Village Hall. (to be arranged).

**Fixed Electrical Wiring** – Tests have been undertaken at the Village Hall and work will continue at the Changing Room.

5. **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).

6. **Exclusion Items – COUNCILLORS ONLY.**

9. **Training** – To consider training opportunities for Staff and Councillors. To consider any necessary action.

10. **IT Upgrade** – To consider requesting Finance Committee to look at the purchase of a tablet, notebook or laptop. To determine.

8. **Correspondence for Action / Information:**

- a) **Kickstart Portal** – To receive email relating to eh participation in the Government Apprenticeship scheme. To consider whether to investigate further.

11. **Correspondence received after 13<sup>th</sup> October 2022:**