

AGENDA



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

cc: Mrs L Stewart (Clerk's Assistant)

Date: 17th October 2019

NOTICE OF MEETING

You are summoned to a meeting of the Staffing Committee on WEDNESDAY 23rd October 2019 in **The Ray Shill Room, Northway Community Hub, Lee Walk, Northway**, commencing at 7.00 p.m.

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

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.

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Clerk of the Council

AGENDA
STAFFING COMMITTEE
23rd OCTOBER 2019 at 7.00 p.m.

1. **Apologies for Absence**

2. **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.

3. **Minutes of the Previous Meeting:** Minutes of the Staffing Committee Meeting that took place on 24th July 2019. For approval and signature. ([copies circulated with July Full Council Agenda](#))

4. **Matters Arising from Previous Minutes & Notes:**

SW/25/19 Equal Opportunities Policy – A copy of this was given to the Caretaker and Council Members.

S/26/19 Manual Handling Training – All Members of Staff were given this small training Manual and have completed it.

S/27/19 Cleaning Equipment – An eye wash station has been purchased and is stored in the Caretakers Storeroom.

5. **Exclusion of the Public and Press under Standing Order No. 1c, Viz: -**

That in view of the special / confidential nature of the business about to be transacted i.e. relating to staff personnel, 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 receive update relating to the forthcoming ‘Being a Better Councillor Course’ and to consider further training opportunities for Staff and Councillors. To determine.

10. **Correspondence received after 17th October 2019:**