

AGENDA



To: Cllr M Barnes Cllr S Terry
Cllr J Roberts

Date: 16th May 2024

NOTICE OF MEETING

You are summoned to a meeting of the Staffing Committee on **WEDNESDAY, 22nd May 2024 at approx. 7.20 p.m.** taking place in the Ray Shill Room directly following a meeting of the Finance Committee.

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.

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Clerk of the Council

AGENDA
STAFFING COMMITTEE
22nd MAY 2024 at approx. 7.20 p.m.

1. **Election of Committee Chairman for the Municipal Year**
2. **Apologies for Absence**
3. **Election of Committee Vice-Chair for the Municipal Year**
4. **Declarations of interest.**

Pursuant to the adoption by the Council on 12th April 2023, of the Northway Parish Council Code of Conduct. 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 Meeting that took place on 4th October 2024. For approval and signature. ([Copy circulated to Members](#)).
6. **Matters Arising from Previous Minutes -**

SC/21/23 Email Addresses – To receive an update relating to the provision of individual email addresses for Councillors.

7. **Employment Roles** - Following the recent death of F Brian Trenfield to consider his Council roles and how to manage them going forward.

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 requested to withdraw.

- a) **Newsletter Delivery** – To consider whether to advertise this position. To determine.
 - b) **Gate Opening/Closing, Northway Playing Field** – To consider whether to advertise this position. To determine.
 - c) **Fill in Litter Picker** – To consider whether to advertise this position. To determine.
 - d) **Fill in Community Hub Caretaker** – To consider whether it is necessary to advertise this position. To determine.
 - e) **Councillors / Staff** – To consider any other matters relating to Councillors or staff that need addressing under exclusion.
8. **Training** – To consider training opportunities for Staff and Councillors. To consider any necessary action. (The Clerk's Assistant is shortly to undergo on-line training in Legionella testing etc).
 9. **Correspondence received after 16th May 2024:**