

# Staffing Committee Meeting

Tuesday 10<sup>th</sup> September 2024 from 18:30 - 19:30 in the Council Chamber at Brooke House

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## AGENDA

### S34 / 24 ATTENDANCE

To receive apologies, substitutions. and requests for co-option

### S35 / 24 DECLARATIONS OF INTEREST

- 2.1 To receive declarations of interest from Councillors on items on the agenda
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
- 2.3 To grant any requests for dispensation as appropriate

#### Confidential Business

*To move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting.*

### S36 / 24 MINUTES

To approve as a correct record, the minutes of the last meeting held on 18th June 2024

### S37 / 24 MATTERS ARISING FROM THE MINUTES

To discuss any matters arising from the minutes not otherwise discussed on the agenda

### S38 / 24 HR SUPPORT

To review the quotes and Service Level Agreements for HR Support

### S39 / 24 RECRUITMENT

To receive an update on staff recruitment

- Tractor Driver
- Grounds Person
- Town Centre Events Manager

## **S40 / 24 TRAINING**

To receive an update on staff training

- DTC has booked onto the Community Governance Level 4 qualification and thanks the committee for the opportunity

## **S41 / 24 HEALTH AND SAFETY**

To receive an update on health and safety matters

- Health assessment for Grounds Staff

## **S42 / 24 STAFFING MATTERS**

To receive an update on staffing matters

- Grievance Conclusion

## **S43 / 24 ABSENCE REPORT**

To review the staff absence report - the report will be tabled at the meeting

## **S44 / 24 APPRAISALS**

To discuss management appraisals completed :

- Town Clerk - To discuss the outcome of the appraisal
- Recreational Facilities Manager - To discuss the outcome of the appraisal