



Staffing Committee Agenda

Tuesday 21st January 2025 at 6.30pm in the Council Chamber at Brooke House

AGENDA

S55 / 25 ATTENDANCE

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

S56 / 25 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.

S57 / 25 MINUTES

To approve as a correct record, the minutes of the last meeting held on 19th November 2024

S58 / 25 MATTERS ARISING FROM THE MINUTES

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

S59 / 25 TRAINING

To review the list of training that is scheduled for Staff

S60 / 25 RECRUITMENT

To receive an update on staff recruitment

- Grounds Person recruitment
- Office Team recruitment
- Sites Team recruitment
- Cemetery Caretaker

S61 / 25 HEALTH AND SAFETY

To update the Committee on recent events

- H&S incidents and near misses
- Risk assessment reviews
- Health Surveillance for HAV equipment users

S62 / 25 STAFFING MATTERS

To receive an update on staffing matters from the Town Clerk

- Recent disciplinary processes
- Staff meal
- Bright HR update

S63 / 25 ABSENCE REPORT

To review the staff absence report and the comparison of absence levels for 2021, 2022, 2023 and 2024

This is the website we have used when making reference to the National Average. There isn't a specific comparison to manual workers, but figure 8 on the link below shows different occupations and their sickness absence rate.

[Sickness absence in the UK labour market - Office for National Statistics](#)

S64 / 25 APPRAISALS

To discuss management appraisals if applicable including:

- Deputy Town Clerk - to take place in March 2025
- Office team, sites team and pavilion team appraisals are all booked in for March 2025