

Hundleby Parish Council

16th August 2023



Dear Councillor

You are hereby summoned to attend a meeting of the Staff Committee to be held on Monday 21st August 2023 commencing at 7pm to be held at The Parish Rooms, Main Road, Hundleby.

YVONNE SMITH
Hundleby Parish Clerk.

1. Apologies for Absence (BS)

To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

2. To receive declarations of interest under the Localism Act 2011-being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written request for dispensation as outlined in the Council's Code of Conduct. (ALL)

3. To appoint a Chair of the Staff Committee.

4. To review the Terms of Reference for the Staffing Committee to ensure that it is robust and fit for purpose.

5. To consider establishing a programme of training for Councillors, including a training needs analysis

6. To review the Contract of Employment based on the NALC Model.

7. To consider the working hours and training hours for a replacement Clerk.

8. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: -

To consider the application for the replacement Clerk and commencement spine point for salary.