



4<sup>th</sup> August 2022

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Wednesday the 10<sup>th</sup> August 2022** **To follow on from General Purpose, Finance Staffing and Audit Committee Meeting** for the purpose of transacting the following business.

Yours faithfully

*Lynn Clarke*

Lynn Clarke  
Clerk/RFO

## **AGENDA**

### **1. Apologies**

*To receive and approve apologies*

### **2. Declarations of Interest**

*a) To receive disclosures of Pecuniary Interests;*

*b) To receive disclosure of Non-Registerable Pecuniary Interests;*

*c) To disclose the receipt of hospitality or gifts over the value of £10 and*

*d) To receive written requests for dispensations on items to be discussed at the meeting.*

**N.B:** *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

### **3. To discuss and agree access to work emails within GDPR guidance for business continuation.**

### **4. To discuss and agree how casual staff additional hours are allocated.**

### **5. To carry out a review on the Clerk working from home.**

### **6. To review reporting procedures for Casual Staff on Saturdays.**

*Standing Order 3e*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.*

- 7. To adopt the Minutes of the Staffing Committee Meeting held on the 29<sup>th</sup> June 2022.**
- 8. To agree the salary, increase for 2022 – 2023.**
- 9. To review office working hours.**
- 10. To agree the salary scale and the contract for the temporary member of staff.**
- 11. To review the management reports and identify any additional information that may be required.**
- 12. Matters arising**

*Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.*

**This meeting has been advertised as a public meeting and as such could be filmed or recorded.**

**Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.**