



**31<sup>st</sup> October 2023**

**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 Tuesday 7<sup>th</sup> November 2023**, at 8.15 pm (following the Full Council 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.*

*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'.*

### **3. To adopt the Minutes of the Staffing Committee Meeting held on the 3<sup>rd</sup> October 2023.**

### **4. Matters arising – Information only.**

5. To approve the decision of the interview panel for the appointment of a relief Maintenance Operative.
6. To approve a date for Cllrs to review the personnel files and review management of the pensions scheme.
7. To approve a date for the review of GDPR management within the office.
8. To review staff salaries.

*Any other urgent and relevant confidential item, for information, that the Chair 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.**