

St Austell Town Council



To: All Members of the Staffing Committee

Dear Councillor

You are summoned to attend a meeting of **the Staffing Committee** to be held on **Monday 7th October 2024** at **10am** at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP.

David Pooley
Town Clerk

1st October 2024

Tel 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

AGENDA

1. Apologies for Absence

2. Declarations of Interest

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

3. Minutes of meeting held on 11th March 2024

(Purpose: To agree that the minutes of the above meeting be signed as a correct record). (Attached).

**Pages
1-2**

4. Matters to note

A verbal update from the Town Clerk on the actions taken since the last meeting. (No decision may be made under this agenda item).

5. Public Participation

(Purpose: To invite members of the public to address the meeting in relation to the business to be carried out at the meeting).

Each person addressing the Council will be allocated a maximum of 2 minutes.

6. To consider excluding the press and public.

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following items:

Items 7 to 10 are confidential because they contain sensitive staffing information.

7. Review of Staffing

**Pages
3 - 16**

(Purpose: To provide Members with a review of the Council's staffing structure). (Report attached).

8. Review of Job Descriptions

**Pages
17 - 30**

(Purpose: To note the updated Job Descriptions for the Town Clerk, Deputy Town Clerk, Operations Manager and Library Manager). (Attached).

9. Staff Sickness Absence

**Pages
31 - 32**

(Purpose: To provide Members with details of staff sickness absences for the period 1st April 2024 to 30th September 2024). (Attached).

10. Staff Development Reviews

**Pages
33 - 62**

(Purpose: To note the Staff Development Reviews for the Town Clerk, Deputy Town Clerk, Operations Manager and Library Manager). (Attached).

11. Date of Next Meeting

To be confirmed.