

# 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 in the **Room 202** at the **St Austell One Stop Shop, Penwinnick Road, St Austell, PL25 5DR** on **Friday 3<sup>rd</sup> June 2016** at **9.30am**.

David Pooley  
**Town Clerk**

27<sup>th</sup> May 2016

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## AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies for Absence**
- 4. Declarations of Interest**

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

- 5. Minutes of meeting held on Friday 13<sup>th</sup> May 2016**

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

**Pages  
1 to 2**

**6. Matters to note**

A verbal update from the Town Clerk on the actions taken since the last meeting.

Note: No decision may be made under this agenda item.

**7. Staffing Committee – Terms of Reference**

**Pages  
3 to 4**

(Purpose: To consider and recommend draft Terms of Reference for the Staffing Committee). (Attached).

**8. 2016 – 2018 National Pay Award**

**Pages  
5 to 10**

(Purpose: To provide an update on the national pay negotiations). (Correspondence attached).

**9. 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 item:*

Item 10 is confidential because it contains sensitive personal details.

**10. Operations Manager - Shortlisting**

(Purpose: To agree a shortlist of candidates to be interviewed for the Operations Manager post and agree the final details of the interview process).