

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 **Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP** on **Thursday 19th July 2018** at **9.30am**.

David Pooley
Town Clerk

13th July 2018

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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 Monday 15th January 2018**

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

**Pages
1 to 4**

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. 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:

Items 8-11 are confidential because they contain sensitive staffing information.

8. Community and Projects Officer

**Pages
5 to 12**

(Purpose: To consider appointing a Community and Projects Officer). (Report attached).

9. Staffing Review

**Pages
13 to 18**

(Purpose: To update members on a number of staffing matters and suggest minor changes to the staffing establishment). (Report attached).

10. Staff Training

**Pages
19 to 24**

(Purpose: To receive an update on staff training undertaken). (Training records attached).

11. Staff Development Reviews

**Pages
25 to 42**

(Purpose: To note the latest staff development reviews of the Town Clerk, Deputy Town Clerk and Operations Manager) (Reviews attached).