

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 **Friday 28th June 2019** at **9.00am**.

David Pooley
Town Clerk

24th June 2019

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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 5th October 2018** **Pages 1 to 4**
(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

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. Staffing Review

**Pages
5 to 12**

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

9. Staff Development Reviews

**Pages
13 to 34**

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

10. Staff Sickness Absence

**Pages
35 to 38**

(Purpose: To provide Members with details of staff sickness absences for the period 1st April 2018 to 31st March 2019). (Report attached).

11. Pension Fund Discretions

**Pages
39 to 42**

(Purpose: To confirm pension fund discretions). (Report attached).