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 11th March 2024** at **6pm** at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP.

David Pooley
Town Clerk

5th March 2024

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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 29th September 2023** (Purpose: To agree that the minutes of the above meeting be signed as a correct record).	**Pages 1 to 6**
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 item:* Items 7, 8 and 9 are confidential because they contain sensitive staffing information.	
7.	**Regeneration Officer** (Purpose: To provide an update on the work of the Regeneration Officer and seek approval to extend the post for a further six months). (Verbal update).	
8.	**Succession Planning** (Purpose: To provide Members with a draft timeline and succession planning options). (Report attached).	**Pages 7 to 12**
9.	**Staff Sickness Absence** (Purpose: To provide Members with details of staff sickness absences for the period 26th September 2023 to 22nd February 2024). (Report attached).	**Pages 13 to 14**
10.	**Date of Next Meeting** To be confirmed.	