

ST. JUST-IN-PENWITH TOWN COUNCIL

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26 March 2012



STAFFING COMMITTEE

You are hereby summoned to attend a meeting of the Staffing Committee to be held as follows:-

DATE: MONDAY 2 APRIL 2012

TIME: 7.15 P.M. (Pre-Meeting 6.45 P.M.)

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

N.B. Would Councillors please note that there will be a pre-meeting commencing at 6.45 p.m. to provide Councillors with an opportunity to discuss the Benchmarking Report prior to the commencement of the main meeting.

Town Clerk

To:

Chairman:

Vice Chairman:

Committee

Cllr K McFadden
Cllr N McFadden
Cllr Mrs S James

Cllr F Morris
Cllr D Stevens

2 APRIL 2012

AGENDA

1. Election of Chairman

To elect a Chairman of the Committee for the remainder of the municipal year 2011 / 2012.

2. Apologies for Absence

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Committee for the remainder of the municipal year 2011 / 2012.

4. Declarations of Interest

5. HR Policies

To review the Town Council's existing policies in respect of appraisals, disciplinary and grievance. Copies of the new draft policies are attached for discussion.

The draft policies have been produced using templates provided by SW Councils HR Services.

6. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

“RESOLVED – that 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 in the following item(s).

7. Benchmarking

To receive the report from CALC regarding the outcome of the recent benchmarking exercise in respect of the position of Town Clerk and to consider the recommendations contained therein and to make recommendations to the full Council as appropriate.