

ST. JUST-IN-PENWITH TOWN COUNCIL

Council Offices
1 Chapel Street
St Just
Penzance
Cornwall TR19 7LS

Telephone
(01736) 788412

Email:
townclerk@stjust.org

www.stjust.org

12 June 2012



STAFFING COMMITTEE

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

DATE: MONDAY 18 JUNE 2012

TIME: 7.15 P.M.

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

Members of the public are also invited to attend Council meetings.

Elaine Baker
Town Clerk

To:

Chairman:

Vice Chairman:

Committee

Cllr P S Angove
Cllr K McFadden
Cllr N McFadden

Cllr Mrs S James
Cllr F Morris

18 JUNE 2012

AGENDA

1. Election of Chairman

To elect a Chairman of the Committee for the municipal year 2012 / 2013.

2. Apologies for Absence

3. Election of Vice-Chairman

To elect a Vice-Chairman of the Committee for the municipal year 2012 / 2013.

4. Declarations of Interest

5. Work Programme

The Committee is asked to formulate a work programme for the remainder of this municipal year, to include consideration of a new electronic Forum as part of the Town Council's progress towards Quality Council status.

6. Policy Reviews

The Committee is asked to commence a of review of its personnel policies, to include:-

- Absence Management
- Working Hours & Overtime
- Equal Opportunities
- Annual Leave
- Sickness Absence

7. Annual Appraisal

In accordance with the Council's appraisal process members of the Committee will be provided with a copy of the contribution form for completion as part of the annual appraisal of the Town Clerk. Completed forms to be returned to the Chairman of the Committee.

8. 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).

9. Work Diary

To receive the results of the work diary exercise recently carried out by the Town Clerk and Administrative Assistant. Town Mayor to report.