

METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

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To Staffing Committee members: Councillors Byatt, Ford, Kendrick, Peek and Wilson.

You are hereby summoned to a meeting of the Staffing Committee which will be held in the Parish Council Office on Monday 16th April 2018 at 14:00. Prior to the official start of the meeting a public forum will be held if required. The public may address the committee between 14:00 and 14:15 on current matters or issues which may become future agenda items and your attendance is also requested during this period.

S.D. Stafford

Signed: _____

Sharon Stafford
Clerk to Metherringham Parish Council
Date: 10th April 2018

STAFFING COMMITTEE AGENDA **16th April 2018**

1. **Chairman's Remarks**
2. **To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1).**
3. **Members Declarations of Interests:**
 - a) Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Council's Code of Conduct.
 - b) Dispensations: To consider and grant dispensation to relevant members in accordance with Metherringham Parish Council's Code of Conduct.
4. **Notes of the Staffing Committee Meeting held on Monday 22nd January 2018, to be approved and signed as the minutes (circulated separately).**
5. **MPC/033 - Councillor/Employee Protocol:** To consider and resolve approval of procedure MPC/033 Councillor/Employee Protocol (circulated with agenda).
6. **Holiday Entitlement:** To receive details on holiday entitlement (SLCC leave calculator circulated with agenda) and leave requests.
7. **Exit Form:** To consider and resolve approval of exit form to be completed when any staff resign from the parish council (circulated with agenda).
8. **Future Agenda Items:** To consider any items for a future meeting agenda.

9. **Date, time and venue of next meeting:** 9th July 2018 at 14:00 in the Pavilion, Prince's Street.
10. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
11. **Job Descriptions:** To consider and resolve the revisions and amendments to the job descriptions (circulated separately).
12. **Dog Warden:** To review the dog warden's role (document circulated with agenda).
13. **Administration Assistant/Local Access Point Advisor:** To consider and approve the appointment of the administration assistant/local access point advisor following the resignation of the current post holder and receive an update on the vacancy (documents circulated separately).