

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 Pavilion, Prince's Street on Monday 22nd January 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: 16th January 2018

STAFFING COMMITTEE AGENDA **22nd January 2018**

1. **To elect a Chairman of the Committee**
2. **To elect a Vice Chairman of the Committee**
3. **To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1).**
4. **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.
5. **Committee Terms of Reference:** To consider and resolve the revisions and amendments to the committee's terms of reference (circulated with agenda).
 - Work Levels – process required
 - Timetable for appraisals (attached).
 - MPC Monitoring Plan (attached)
 - Timesheets (attached)
6. **Meeting Dates:** To consider and resolve the schedule of meeting dates for 2018.
7. **Future Agenda Items:** To consider any items for a future meeting agenda.
8. **Date, time and venue of next meeting:** TBC.

9. **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.
10. **Job Descriptions:** To review job descriptions.