

**BRACKLEY TOWN COUNCIL**  
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You are hereby summoned to attend a Meeting of the Staffing Committee to be held on Monday **17 June 2019**, in the Civic Hall, Town Hall Brackley, at **2.00 pm**

Dated: 12 June 2019



Town Clerk

**A G E N D A**

**99/19 Apologies for Absence**

**100/19 Declaration of Interests**

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

**101/19 Minutes**

To approve the minutes of the meeting held on 2 April 2019

**102/19 Review the following employment related policies – previously emailed 23 May 2019**

- Contract – outdoor staff
- Contract – office staff
- Training Agreement
- Staff Policies & Procedures
- Appraisal Scheme Policy
- Bullying and Harassment Policy
- Vehicle Rules

Recommendation: to approve and adopt the above

**103/19 Exclusion of Press and Public**

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**104/19 Consideration of Individual Staff Members/Roles Performance**

**105/19 Update on future staffing requirements**

## STAFFING COMMITTEE

Minutes of the Staffing Committee held on Tuesday 2 April 2019, in the Civic Hall, Town Hall Brackley.

Present: Councillors: Cllrs Bagot-Webb, Baker, Cartmell, Morrell and Thompson

Officers: Alison Moses (Town Clerk) Kathy Hale (Deputy Town Clerk)

### **610/18 Apologies for Absence**

None

### **611/18 Declaration of Interests**

None

### **612/18 Minutes**

Members **RESOLVED** to approve the minutes of the meeting held on 5 February 2019

### **613/18 Exclusion of Press and Public**

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

### **614/18 To Consider Clerks Attendance at SLCC Conference**

Councillors agreed that clerk should attend and make use of the whole programme

### **615/18 To Consider Future of Staffing Committee**

Councillors discussed setting up a Town Mayor Advisory Panel – to go to full council in June.

Councillors agreed that staffing committee meetings should be called as needed but as a minimum on a quarterly basis.

**RECOMMENDATION:** to Full Council that the Staffing Committee meetings be called as needed but as a minimum on a quarterly and that the Town Mayor Advisory Panel be formed.

### **615/18 Consideration of Individual Staff Members/Roles Performance**

Members asked that the Job Description for the new post of Operations Manager be brought to the next meeting.

Meeting closed at 10:57

Chairman

Date