

**Notice of Staffing Committee meeting to be held on
Monday 5th March 2018 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
 - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the committee meeting held on 13 November 2017 from those members present at the held meeting.**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **Discussion surrounding any implications of the financial report**
6. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
7. **General Matters**
 - 7.1 Discussion surrounding putting the Support Administrator on the ILCA course at a cost of £99.
 - 7.2 Approval of the Staff Handbook.
 - 7.3 Update from the Council Administrator surrounding Health and Safety.
 - 7.4 To appoint an interim Health and Safety Officer until the appointment of a Parish Clerk.
 - 7.4 To discuss permission for two members of staff to 'carry over' untaken leave days to the 2018/9 annual leave year, such leave to be taken before the end of May 2018.
 - 7.5 To establish a suitable monitoring system for sick leave.
 - 7.6 To discuss and decide upon suitable 121 and Appraisal documents.
 - 7.7 Update from the Chair regarding an ongoing staffing situation.
8. **Exchange of Information**
9. **To confirm the date, time and venue of next meeting – to be confirmed at Annual Parish Council Meeting.**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mo Anderson-Dungar Proper Officer of the Council dated *26 February 2018*