

**Notice of Extra-Ordinary Staffing Committee meeting to be held on  
Monday 10 October 2016 at 7.00pm 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. Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)  
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).
- 4. General Matters**
  - 4.1 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.
    - i) Chairman's report on the current staffing situation and actions since the last meeting. Debate on any future actions.
    - ii) Staff Contracts, appraisal and InService Training. Review of the current position and future actions.
    - iii) Staffing Policy file for all Staffing Committee members and staff:
      - To assist in the review and debate of current and future policies and ensure a comprehensive set of policies that are shared by Staffing Committee members and staff.
      - To form the policy basis for the Parish Clerk to develop strategic plans, annual staffing objectives, staff roles and responsibilities and processes for monitoring and appraisal.
      - To assist the dialogue between Parish Clerk, staff and the Parish Council.
      - To support the monitoring of the effectiveness of policies and their practical application.
    - iv) Any other staffing policy matters.
- 5. Exchange of Information**
- 6. To confirm the date, time and venue of next meeting.**

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

*rookings.*

Clerk to the Council dated 5 October 2016