

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Parish Clerk: Faye LeBon

**Notice of Staffing Committee meeting to be held on
Wednesday 6th March 2024, 3pm**

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road
Committee Members are summoned to attend for the purpose of transacting the following
business.

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.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

AGENDA

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations (1-3)**
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.
3. **To Approve the Staffing Committee Minutes of the Meeting held on 21st November 2023 (4-5)**
4. **Public Participation**
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **Policies**
 - a) **To Consider Adoption of a Menopause Policy and Inclusion in Staff Handbook (6-14)**
 - b) **To Review Employment Policies * (15-105)**
6. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 - 11 in view of the confidential and personal nature of the business to be transacted.**
7. **To Receive Update on Staffing Matters from Previous Meeting (106-107)**
8. **To Consider Administration Staffing Structure and Agree Recruitment Information (108-117)**
9. **To Receive Recommendation from Community Centre Committee (118-119)**
10. **To Receive Notification of Completed Staff Appraisals (120)**
11. **To Agree Contractual Spinal Column Increase for Clerk (121)**
12. **Items for the Next Agenda**

13. To confirm the date, time and venue of next meeting

Faye LeBon Clerk to the Council

Dated: 28th February 2024

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Adoption Policy
Annual Leave Policy (proposed amendment)
Bereavement Policy
Capability Policy
Councillor / Officer Protocol
Deputising Policy
Dignity at Work Policy
Disciplinary Policy
Emergency Dependents Leave Policy
Flexible Working Policy (proposed amendment)
General Absence Policy
Grievance Policy
Maternity Policy
Paternity Policy
Redundancy Policy
Shared Parental Leave Policy
Sickness Absence Policy
Unpaid Parental Leave Policy
Whistle Blowing Policy