

WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE

18th January 2018 10am

Library Meeting Room (Upstairs)

Committee Membership: - Cllrs Clayton (MC), Duggan (RD), Haywood (DH), Myers (AM) and Walsh (TW)

To: All Committee Members

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1	CO-OPTION	
	To consider co-option of Cllr Ballantine on to the Committee	Decision/ALL
2	APOLOGIES FOR ABSENCE	
	To consider any apologies for absence received.	Decision/ALL
3	DECLARATIONS OF INTEREST	
	In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.	Decision/ALL
4	MINUTES	
	To confirm the minutes of the meeting of 26 th September 2017 as a true record.	Decision/ALL
5	PUBLIC PARTICIPATION	
6	CLERK'S REPORT	
	To receive an actions list and any updates from the Clerk	Note/EJ
7	OTHER MATTERS	
a	Time off in Lieu (TOIL), Sickness and Annual Leave	Decision/EJ
i	To receive an update on leave records and consider any actions.	
ii	To review the use of TOIL and consider any alternatives.	
b	Training	Decision/EJ
	To review current training records and consider any further needs.	
c	Line Management	Decision/EJ&AM
	To consider a confidential staffing matter.	
8	CONFIDENTIAL ITEMS	Decision/ALL
9	ITEMS FOR NEXT AGENDA	Discussion/ALL
10	DATE OF NEXT MEETING	Decision/ALL
11	CLOSURE OF MEETING	

Signed:

Date: 12/01/2018

Ella Jones
Clerk to the Council