



All Members of the STAFFING COMMITTEE are summoned to attend a meeting, due to be held on Thursday 3rd MAY 2018 at 10am in the COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, HAMPSHIRE, GU35 0BS.

MEMBERS OF THE SUB COMMITTEE: Cllr A Carew, Cllr M Davison, Cllr Miss S Pond (Vice Chairman) & Cllr Mrs L Webber (Chairman).

This Committee requires 3 voting Members to be quorate (If any Member of the Committee is unable to attend the meeting, please advise the office as soon as possible)

A G E N D A

Item

4.042 APOLOGIES

4.043 CHAIRMAN'S ANNOUNCEMENTS

4.044 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Staffing Committee meeting held on 22nd January 2018, previously circulated.

FOR APPROVAL

4.045 STAFFING COMMITTEE WORK SCHEDULE

To review the updated Staffing Committee work schedule for 2018/19.

FOR INFORMATION

4.046 EXEMPT SESSION

Pursuant to paragraph 1 of Part I of Schedule 12A (as amended) to the Local Government Act 1972 Section it is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public are present during that item there would be disclosure to them of exempt information relating to an individual.

FOR DECISION

4.047 2017/18 APPRAISALS AND PROPOSED 2018 SALARY AWARDS

FOR DECISION

4.048 RECRUITMENT

FOR DISCUSSION

4.049 DATES OF NEXT MEETINGS – to be agreed.

Enquiries to: - Whitehill Town Council, Council Offices, Forest Community Centre, Pinehill Road, Bordon, GU35 0BS Tel: 01420 473123 Fax: 01420 479475

Email: info@whitehilltowncouncil.gov.uk

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Andrea Mann
Town Clerk

Friday 27th April 2018

STAFFING SUB-COMMITTEE SCHEDULE 2018/19

Jan 2018 to Feb 2019

	<u>REVIEWED</u>	<u>REVIEW DUE</u>	<u>RESPONSIBILITY</u>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Elect Chairman & Vice Chairman									X								
Review terms of reference	May '17	May '18	Committee						X								
Review staffing structure	Jan '18	Ongoing	Committee & report to Council	XV			X			X			X			X	
Review staffing budget	Jan '18	Ongoing	Committee	XV			X			X			X			X	
Recommend staffing budget through APG	Dec '17	Oct '18	Committee & APG										X				
Carry out Town Clerk appraisal	May '17	May '18	Committee				X										
Town Clerk – half yearly review mtg			Committee Members										X				
Carry out other employee appraisals	May '17	May '18	Town Clerk & Deputy				X										
Employee half yearly review mtgs			Committee members										X				
Report & review all appraisals			Committee					X									
Confidentially minute salaries	Dec '17	Dec '18	Committee														
Review Training Needs Analysis TNA	Jan '18	Ongoing	Committee	XV			X			X			X			X	
Review Staff Handbook	Due		Committee	X													
Salary instructions			Town Clerk	XV	XV	XV	XV	XV	X	X	X	X	X	X	X	X	X