



4 November 2020

**To: All Members of the Staffing Committee**

You are hereby summoned to attend a meeting of the Staffing Committee, to be held through Zoom on **Thursday 12<sup>th</sup> November 2020 at 6.30 p.m.** for the transaction of the business set out in the Agenda below.

Signature

Samantha Roberts  
Town Clerk

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. DECLARATION OF INTERESTS**

Members are asked to declare any disclosable pecuniary interests relating to items on the agenda in accordance with the Council's adopted Code of Conduct.

**3. MINUTES OF STAFFING COMMITTEE – 24<sup>th</sup> FEBRUARY 2020**

To confirm the minutes of the meeting held on 24<sup>TH</sup> February 2020.

**4. DRAFT EMPLOYEE HANDBOOK/EMPLOYMENT CONTRACT**

To consider the attached report and draft employee handbook with employment contract, and approve the recommendations of the report.

**5. APPRAISAL POLICY.**

To consider proposals for the introduction of an Appraisal Policy.

**6. STAFFING REVIEW**

To consider the attached report and recommendations for a review of the staff structure evaluation of roles.

**7. SALARIES 2021/22**

To consider the attached proposed salaries for 2021/22 allowing for a 2% cost of living increase.

\*\*\*\*\*