



Filey Town Council

Town Clerk ~ Mrs Gina Robinson

Council Offices
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FILEY

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21 May 2015

Dear Councillor

As a Member of the **Staffing Committee YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the **STAFFING COMMITTEE** to be held on **THURSDAY NEXT, 28 MAY 2015 at 10.00am** in the Filey Town Council Offices, Committee Room, 52A Queen Street Offices, Filey.

Yours faithfully

Gina Robinson
Town Clerk

AGENDA

1. **NOTICE OF MEETING** – Public Notice of the meeting has been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972
2. **APOLOGIES** – to receive and accept apologies
3. **DECLARATIONS OF INTEREST** – Members are reminded of the need to consider whether they have a disclosable pecuniary interest or personal interest (as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct) to declare in any of the items on this agenda.
4. **ELECTION OF CHAIRMAN** – to elect a Chairman of the Staffing Committee for 2015/2016
5. **ELECTION OF VICE CHAIRMAN** – to elect a Vice-Chairman of the Staffing Committee for 2015/2016
6. **TERMS OF REFERENCE** – to receive and accept Terms of Reference for the Staffing Committee (copy herewith)
7. **DISCIPLINARY AND GRIEVANCE HEARING PANEL** – to elect members to sit on a Disciplinary and Grievance Panel for 2015/2016 as follows:
 - a) Three panel members of mixed gender from within the Staffing Committee
 - b) Two members acting as substitute panel members from within the Staffing Committee if necessary
 - c) Training for panel members
8. **STAFF UPDATE** – to receive any information from the Clerk.

Members of the Staffing Committee

Deputy Mayor, Cllr S Bosomworth (ex-officio) – current Chairman

Cllr J Meek, current Vice Chairman

Cllr D Glanvill, Cllr R Horley, Cllr A Shaw, Cllr J Shackleton