



Filey Town Council

Town Clerk ~ Mrs Gina Robinson

Council Offices
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FILEY

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16 June 2016

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, 23 JUNE 2016 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**
 - a) to note any apologies for absence
 - b) to receive reasons for absence for acceptance thereon
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 2016/2017
5. **ELECTION OF VICE CHAIRMAN** – to elect a Vice-Chairman of the Staffing Committee for 2016/2017
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 2016/2017 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
8. **EXCLUSION OF PRESS AND PUBLIC**
RESOLVED that under the **Public Bodies (Admission to Meetings) Act 1960**, members of the press and public are excluded for the following item(s) of business in view of the confidential nature of engagement and terms of service of employees.

Continued overleaf

9. STAFF TERMS AND CONDITIONS

- a) To receive and accept 2016-2018 National Salary Award with effect from 1 April 2016
(copies to be circulated at the meeting)

10. STAFF UPDATE – to receive any information from the Clerk.

Members of the Staffing Committee

Town 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