



# Filey Town Council

Town Clerk ~ Mrs Gina Robinson

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1 June 2017

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 8 JUNE 2017 at APPROX 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 2017/2018
5. **ELECTION OF VICE CHAIRMAN** – to elect a Vice-Chairman of the Staffing Committee for 2017/2018
6. **TERMS OF REFERENCE** – to receive and accept Terms of Reference for the Staffing Committee (copy herewith)
7. **STAFF HANDBOOK** – to receive copy of the Council's Staff Handbook (copy herewith)
8. **BEING A GOOD EMPLOYER** – to receive latest version from NALC (copy herewith)
9. **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.
10. **TOWN CLERK/RFO**
  - a) to receive and approve draft contract of employment (copy to be circulated at the meeting)
  - b) to receive commencement date of new Town Clerk

**11. STAFF UPDATE** – to receive staff update from the Clerk.

***Members of the Staffing Committee***

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

***Cllr J Casey, Cllr J Meek, Cllr D Glanvill (current Vice Chairman),***

***Cllr R Houlden-Banks, Cllr J Thurston***