

# PADSTOW TOWN COUNCIL

Unit 5b Treceus Ind Est  
PADSTOW  
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Kathy Pemberton  
Town Clerk  
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11 September 2013

**TO: STAFFING COMMITTEE**

Councillors A Rickard (Chairman), F J Bealing, R Buscombe, Mrs A Symons and Mrs T Walter

Dear Member

I hereby give you notice that a Meeting of the **Staffing Committee** will be held at the **Council Offices, Unit 5b Treceus Industrial Estate, Padstow** on **Tuesday 17 September 2013** at **6.00 pm.**

All Staffing Committee Members are hereby summoned to attend for the purpose of considering and resolving upon the business as set out hereunder.

Yours faithfully

  
Kathy Pemberton  
Town Clerk

**Please note start time of this meeting**

## AGENDA

**Press & Public are invited to attend**

1. To receive **apologies for absence**
2. To receive **announcements**: for information only
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council code of conduct.
4. **Public Participation**: to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
5. To **agree the minutes** of the meeting held on **23 July 2013.**
6. **Date of Next Meeting: Tuesday 17 December 2013 at 6.00 pm**
7. **Public Bodies (Admission to meetings) Act 1960**: To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded.

- 8. Revised Job Descriptions and Job Evaluation:** To give consideration to this matter and discuss and decide on way forward.
- 9. Staff Update and Winter Working Arrangements:** To receive an update from the Town Clerk and discuss and decide on the way forward.
- 10. Overtime, Sick Leave and Training:** To note update for information.
- 11. Zero Tolerance Policy:** To give this matter consideration and discuss and decide on a way forward.
- 12. Staff Development:** To give this matter consideration and discuss and decide on way forward. *[Agenda item requested by Councillor R Buscombe]*