

PADSTOW TOWN COUNCIL

Unit 5b
Trecerus Industrial Estate
Padstow
Cornwall
PL28 8RW

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



18 March 2015

TO: STAFFING COMMITTEE

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

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** at the Council Offices, Units 5b Trecerus Industrial Estate, Padstow on **Tuesday 24 March 2015 at 6.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully


Kathy Pemberton
Town Clerk

A G E N D A
Press & Public are invited to attend

1. To receive **apologies for absence**
2. To receive **announcements** (if any): For information only
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's 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 and Standing Orders
5. **To agree the minutes** of the meeting held on **Tuesday 20 January 2015**
6. **Date of Next Meeting**: TBC
7. **EXCLUSION OF PRESS & PUBLIC**: To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

8. **To agree the confidential minutes** of the meeting held on **Tuesday 20 January 2015**
9. **Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.
10. **Appraisals:** To receive an update for information and discuss and decide on way forward.
11. **Staff Handbook Update:** To receive an update for information and discuss and decide on way forward.
12. **Works Experience:** To consider a request as outlined in the correspondence and discuss and decide on the way forward.
13. **Lone Worker Device Update:** To receive an update and discuss and decide on way forward.
14. **Overtime, Sick Leave and Training:** To note update for information.