

PADSTOW TOWN COUNCIL

Unit 5b Treceerus Ind Est
PADSTOW
Cornwall
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Kathy Pemberton
Town Clerk
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11 December 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 Treceerus Industrial Estate, Padstow** on **Tuesday 17 December 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 meetings held on **17 September 2013**
6. To **agree** the **minutes** of the meetings held on **22 October 2013**
7. To **agree** the **minutes** of the meetings held on **6 November 2013**
8. **Date of Next Meeting: Tuesday 18 March 2014 at 6.00 pm**

9. **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.
10. To agree **confidential minutes** of the meetings held on **17 September 2013**
11. To agree **confidential minutes** of the meetings held on **22 October 2013**
12. To agree **confidential minutes** of the meetings held on **6 November 2013**
13. **Staffing Update:** To receive an update on latest issues
14. **Overtime, Sick Leave and Training:** To note update for information .
15. **Maintenance Team Working Arrangements:** To give consideration to how interim arrangements have worked and discuss and decide on way forward.
16. **Works Experience:** To consider a request as outlined in the correspondence and discuss and decide on the way forward.
17. **Emergency Contact:** To give consideration to this matter and discuss and decide on a way forward.
18. **Padstow Town Council Employee Handbook:** To discuss and decide on updated Employee Handbook following advice from Ellis Whittam for agreement.
19. **Zero Tolerance Policy:** To give this matter consideration and discuss and decide on a way forward.