



# Filey Town Council

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07 June 2021

Dear Councillor,

## Staffing Committee Meeting

You are hereby summoned to attend a Staffing Committee meeting to be held on 15 June 2021, commencing at **10:00 am in the Council Chamber.**

The agenda for the meeting is set out below.

**David Liddle**  
Town Clerk

## Agenda

**Committee Members:** Councillors Howgate, Parkin, Haxby, Robinson, Randall and Houlden-Banks(ex-officio)

No	Item
1	<b>Apologies</b> Committee to note any apologies, the reason(s) given for absence and consider acceptance of them.
	<b><u>Procedural items</u></b>
2	<b>Declarations of interest</b> Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest.  <b>Code of Conduct</b>



	<a href="http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf">http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf</a>
<b>3</b>	<b>Minutes of Previous meetings</b> The Committee to approve the minutes of the meetings held on 18 May 2021. The Minutes have been sent using a separate email.
	<b><u>Business items</u></b>
<b>4</b>	<b><u>Exclusion of the press and public</u></b> Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next items in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.  The next items on the agenda can be treated as confidential as they refer to confidential staffing issues as well as the nature and terms of service of employees.
<b>5</b>	<b>General Staffing Update</b> The Committee to review any current staffing issues.
<b>6</b>	<b>Policy for Working on Elections and/or other paid or unpaid duties.</b> The committee to review the need for a policy. The clerk will prepare alternative documents for revision and subsequent approval.
<b>7</b>	<b>Booking of Annual Leave &amp; TOIL</b> The Committee to understand the current process for these items.
<b>8</b>	<b>Office Cover Arrangements.</b> The Committee to understand the current office cover arrangements.
	<b><u>Next Meeting</u></b>
<b>9</b>	<b>Items for inclusion on the next meeting agenda</b> Members may use this opportunity to raise items for discussion at future Committee meetings.
<b>10</b>	<b>Date and time of the next meeting</b> Committee to note that the next meeting of the Staffing Committee is to be called as and when required.