

# HAILSHAM TOWN COUNCIL

## STAFFING COMMITTEE

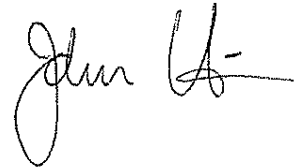
### AGENDA

**NOTICE IS HEREBY GIVEN OF a meeting of the STAFFING COMMITTEE to be held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE, on**

**Thursday 2<sup>nd</sup> September 2021 at 7.00 p.m.**

1. **Election of Chair and Deputy Chair**  
To elect a Chair and Deputy Chair from the members of the committee for the 2021-2022 Council year
2. **Public Forum**  
A period of not more than 15 minutes will be assigned for the purpose of permitting members of the public to address the committee or ask questions on matters relevant to responsibilities of this committee, at the discretion of the Chairman.
3. **Apologies for Absence**  
To receive apologies for absence of appointed members.
4. **Declarations of Interest**  
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
5. **Terms of Reference of Staffing Committee**  
To note the Terms of Reference for the Staffing Committee as agreed by council.
6. **Disciplinary and Grievance Procedure**  
To resolve to adopt an updated and amended Disciplinary and Grievance Procedure (as deferred by the Finance, Budget, Resources and Staffing Committee).
7. **Appraisal Panel**  
To consider appointing an Appraisal Panel for the Town Clerk (as set out in the committee's Terms of Reference).

8. **Confidential Business**  
To resolve that the next agenda items (9 & 10) are conducted under confidential business as it concerns: engagement, terms of service - in accordance with the Council's Standing Orders No 1E.
9. **Works Team Supervisor**  
To review the job title, description and salary of the town council's Works Team Supervisor.
10. **Ongoing Staffing Issues**  
To discuss ongoing staffing issues.
11. **Future Meetings**  
To discuss dates and possible agenda items for future meetings of the committee.



JOHN HARRISON  
Town Clerk

**Committee Membership:**

Councillors;

G. Blake-Coggins  
A. Clarke  
N. Coltman  
P. Holbrook  
M. Laxton  
R. Newark  
K. Nicholls

**Substitutes:**

Councillors: