

MONMOUTH TOWN COUNCIL

Shire Hall
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Monmouth
NP25 3DY



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Staffing Sub- Committee **Notice of Meeting**

**You are hereby summoned to attend a
meeting of the Staffing Sub-Committee,
to be held on Tuesday 16th February 2021 at 4 p.m.
via BT Telephone Conferencing**

D McNeill

D.McNeill, Locum Town Clerk

AGENDA

To join the meeting please dial **Tel: 0800 032 8068** (free of charge) and enter the following passcode when prompted: **11721683** then # and then state your full name.

Please note: If agreed, members of the press and public will be excluded from the meeting for the confidential items.

01.	Attendance and Apologies for Absence To receive and accept apologies for absence.
02.	Election of Deputy Chairman To elect a deputy chairman for the Staffing Sub-Committee meeting.
03.	Declarations of Members Interests and Dispensations To receive declarations of interest in items on the agenda in accordance with Part III of the Local Government Act 2000.
04.	Staffing Sub Committee Minutes To approve the Minutes of the Staffing Sub Committee Meeting 19.01.2021.
05.	Holiday Entitlement To determine how to treat unused holiday entitlement.
06.	Exclusion of the Press and Public To resolve to exclude members of the press and public from the meeting during consideration of the following items of business, by the Public Bodies (Admission to meetings) Act 1960, Section 1 (2), on the grounds of confidentiality'.

07.	<p>Roles Review To consider recommendations from the Task & Finish Group.</p>
08.	<p>Appointment of Town Clerk/RFO To receive an update on the advertisement for the Town Clerk/RFO role and to appoint members to the shortlisting/interview panel.</p>
09.	<p>Locum Clerk To review the Locum Clerk's contractual hours.</p>
10.	<p>Staff Issues (Standing Item) To consider any issues staff may wish to raise.</p>
11.	<p>Date of Next Meeting To note that the next meeting will be called when required.</p>