



## **ST CUTHBERT (OUT) PARISH COUNCIL COUNCIL SUMMONS: STAFFING COMMITTEE**

Public Notice is hereby given that a meeting of St Cuthbert (Out) Parish Council Staffing Committee will be held in Coxley Memorial Hall, Coxley on Tuesday 23<sup>rd</sup> January 2024, at 7pm.

*Lisa Pool*

### **PARISH CLERK**

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The Chairman will begin the formal business of the Council which is open to the public to attend; during the meeting there is an opportunity for Members of Public to speak.

Visit the website to view all supporting papers for the Agenda below. CONFIDENTIAL papers are only sent to elected members and not available on line. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

## **A G E N D A**

### **01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. [LGA 1972 s85\(1\)](#)

### **02. DECLARATIONS OF INTEREST**

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). *(NB this does not preclude any later declarations).*

### **03. EXCLUSION OF THE PRESS AND PUBLIC**

To agree any items to be dealt with after the Public and Press has been excluded from the meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#). Item 05 and 08 to exclude Press and Public

**04. PUBLIC QUESTION TIME**

Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chairman. The Chairman will call from those who are indicating to speak; written questions can also be received in advance of the meeting (by eMail or letter to the Chairman or Parish Clerk). As issues raised in public session may or may not relate to items on the agenda, no resolution for action can be taken.

**05. MINUTES OF THE STAFFING COMMITTEE HELD ON TUESDAY 3<sup>RD</sup> OCTOBER 2023.**

To confirm and sign as a correct record the Minutes of the Staffing Committee on Tuesday 3<sup>rd</sup> October 2023 (attached).

**06. APPOINTMENT FOR PERMANENT RFO**

To receive an update on the recruitment process for the permanent Responsible Financial Officer and to confirm those involved in the remaining phases of this process.

**07. DEVELOPING THE APPRAISAL SYSTEM**

To consider ideas to develop the appraisal system, and to approve the ACAS form as one element of this system.

**08. LEAVE ENTITLEMENT & ROUTINE**

To receive an update on Leave Entitlement calculations and determine a date or dates for staff submission of proposed leave dates.

**09. NEW STAFF UPDATE**

To discuss the settling in, transition, resources and workload for the new members of staff since November 2023 and to resolve on the next meeting date.

**10. DATE AND VENUE OF NEXT MEETING: TUESDAY 21<sup>ST</sup> MAY 2024 (TBC)**