



28th May 2026

To the Staffing Committee

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Thursday the 4th June 2026 at 7.00 pm** for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

AGENDA

1. Election of Chair

2. Apologies

To receive and approve apologies.

3. Election of Vice Chair

4. Declarations of Interest

a) To receive disclosures of Pecuniary Interests;

b) To receive disclosure of Non-Registerable Pecuniary Interests;

c) To disclose the receipt of hospitality or gifts over the value of £10 and

d) To receive written requests for dispensations on items to be discussed at the meeting.

N.B: If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.

5. To adopt the Minutes of the Staffing Committee Meeting held on the 12th March 2026.
6. Matters arising – Information only.
7. To discuss and agree the temporary uplift of hours for a member of staff agreed verbally with the Staffing Committee.
8. To agree the allowance towards glasses for staff specifically for computer use.
9. To agree a new date for the Clerks Appraisal.
10. To agree the Clerk's holiday bookings.
11. To approve the costs of Strimmer training.
12. To approve the cost of Hedge Cutter and leaf blower training.
13. To review progress on office staff objectives set for 25-26.
14. To review staff contracts in line with legislative changes.
15. To receive an update on the management of recent sickness.
16. To discuss how long-term sickness and return to work is to be managed and to agree any associated costs.
17. To review the absence management policy and procedures.
18. To review the Disciplinary policy and procedures.
19. To review the Grievance Policy and procedures.
20. To adopt the new Equality & Diversity Policy.
21. To adopt the new Dignity at Work Policy.
22. To discuss and agree an amendment to the Clerk's regular working pattern for evening meetings.
23. **Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.**

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.