



To: ALL MEMBERS OF THE STAFFING COUNCIL

You are hereby requested to attend a meeting of the Staffing Committee of EAST BEDLINGTON PARISH COUNCIL to be held in the Bayard Room, East Bedlington Community Centre, Bedlington, on Wednesday 29 January 2020 at 5.30 pm.

The agenda for the meeting is set out below.

Ron Thornton
Parish Clerk

23 January 2020

AGENDA

1. APOLOGIES FOR ABSENCE

2. MINUTES OF THE PREVIOUS MEETING (previously reported to Council)

3. DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSATION

To receive from members, disclosure of any personal or prejudicial interest in respect of any items included on the agenda and to consider any requests for dispensation.

4. EXCLUSION OF PRESS & PUBLIC

To consider whether to exclude the press and public on the grounds that the following agenda item involves the discussion of confidential staffing matters.

5. FLEXI-TIME SCHEME

To consider the report and recommendations of the Responsible Financial Officer in relation to the introduction of a staff flexi-time scheme, (Attached at Appendix A).

6. STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES

To consider the report and recommendations of the Responsible Financial Officer in relation to staff disciplinary and grievance procedures, (Attached at Appendices B & C).

7. STAFF CONTRACTS OF EMPLOYMENT, JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

7.1 To review the Pay & Conditions of Service of existing staff in accordance with Standing order 14.

7.2 To approve revised contracts of employment (including Job descriptions and person specifications) (Attached at Appendices D, E & F), subject to any amendments necessary as a result of (7.1)

7.3 To authorise the Chair of the Council to sign staff contracts of employment on behalf of the Council and for the Parish Clerk to issue them with relevant support documents to staff.

8. ANNUAL STAFF APPRAISALS

To determine a protocol for carrying out annual staff appraisals and an appropriate time frame for carrying them out.

9. ANY OTHER BUSINESS

To consider any other urgent items of business.

10 DATE OF NEXT MEETING

To determine a date and time for the next meeting.

STAFFING COMMITTEE COUNCILLORS: John Batey, Allan Douglas, Paul Hedley, Allan Stewart, Mike Trimming, Alex Wallace.

