

15 July 2021

**A meeting of the [Employment Committee](#) will take place on
Tuesday 27 July 2021 at 7.00 pm in the Town Hall.**

Members of the public are welcome to attend the meeting and will be allowed to make statements, ask questions or provide evidence on items on the Agenda at item 2, this will be limited to 3 minutes per person

AGENDA

1. **NOTICE OF MEETING**
Public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.
2. **MEMBERS OF THE PUBLIC**
Members of the public will be given the opportunity to make any comments and raise any questions (limited to 3 minutes each).
3. **APOLOGIES FOR ABSENCE**
Apologies for absence to be received and agreed.
4. **ELECTION OF CHAIRMAN**
5. **DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**
6. **TERMS OF REFERENCE**
To review the current terms of reference.
7. **MINUTES FROM THE MEETING HELD ON 22 SEPTEMBER 2020**
To approve the minutes from the meeting held on 22 September 2020.

8. SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

- a. To receive an outline summary of attendance data for all staff for the period since the last meeting.

9. TRAINING

- a. To review training:
 - i. Delivered and recorded.
 - ii. Planned.

10. STAFFING

- a. To review the current staffing levels including holiday and sickness cover.
- b. To consider employing a Town Council Warden.
- c. To consider employing an additional Town Hall Steward.

11. EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting to deal with items of a confidential nature.

12. SICKNESS ABSENCE /DETAILS

- a. To review detail of sickness absence and agree action as necessary.

Reserved matters - EMPLOYMENT COMMITTEE ONLY