

Staffing Committee Meeting Agenda

Membership: J Greenwood

W McNulty

D Webb

S Allen-Shepherd

You are hereby summoned to a Staffing Committee meeting of the Parish Council to be held on Thursday 11th December at 1900 in the Meeting room, Tiptree Community Centre, 1A Caxton Close, Tiptree.

Ross Gurney

Ross Gurney

Clerk to the Council

3rd December 2025

1. **Apologies for Absence** For Approval
2. **Declarations of Interest** For Receipt
3. **Minutes of Previous Meeting – 11th July 2025** For Approval
4. **Review of Terms of reference of the Committee** For Discussion and Decision
5. **Exclusion of the Press and Public:** For Approval
To RESOLVE that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.
6. **Review of the new Appraisal forms.** For Discussion and Decision
7. **Consideration of working location of Community centre staff.** For Discussion and Decision
8. **Review of the staffs Appraisals.** For Discussion and Decision
9. **Review of staffs Hours, Contracts and job descriptions.** For Discussion and Decision
10. **Improve working relationship between councillors, and the Office Staff** For Discussion and Decision

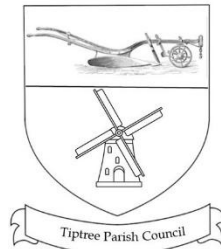
In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes.

The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

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| 11. Consideration of creating a training pathway for councillors | For Discussion
and Decision |
| 12. Consideration to hire a New Communications officer | For Discussion
and Decision |
| 13. Consideration to hire a deputy manager of the community centre | For Discussion
and Decision |
| 14. Chair to close the meeting. | To Note |