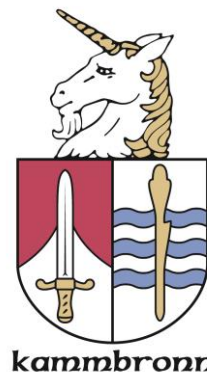


CAMBORNE TOWN COUNCIL

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Council Offices –
The Basset Centre, Basset Road, Camborne TR14 8SL
Telephone: 01209 612406
email: cambornetc@cornwall.gov.uk
web site www.camborne-tc.gov.uk



To all members of the Staffing Committee.

Councillors: S Odgers (Chairman), W Krey (Vice Chairman), Mrs V Dalley,
Ms J Merrick, Ms J Robinson, C Godolphin (Ex Officio)

I hereby summon you to a meeting of the Staffing Committee to be held
in the Clerk's Office, The Basset Centre, Basset Road, Camborne, on
Thursday 17th November 2016 at 10.30 am.

AGENDA

1. Safety Procedures.
2. To receive apologies for non-attendance.
3. Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda including any gifts or hospitality exceeding £25.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive a report on Annual Leave 2016/2017 and agree any appropriate action.
7. To review and approve the Annual Leave Policy.
8. To review and approve the Training and Development Policy.
9. To review administration and committee support arrangements, agree action and authorise expenditure accordingly.
10. To review the job description and person specification for Office Services Manager and approve any changes or additions.
11. To approve a process and timeframe for recruitment in relation to the current office vacancy in accordance with the

Council's recruitment policy, agree action and authorise expenditure accordingly.

12. That the Council resolves under the 1960 Public Bodies (Admission to Meetings) Act, to exclude the press and public due to the confidential nature of the business to be discussed.
13. To receive and approve the minutes of the meeting of the Staffing Committee held on the 21st September 2016.
14. Matters arising, where no substantive item below, for information only.
15. To receive a verbal report from the Town Clerk regarding performance management outcomes and agree any appropriate action.

Given under my hand this 11th day of November 2016

Amanda Mugford
Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

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