 Oakham Town Council

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**TO: ALL MEMBERS OF THE COMMITTEE**

**IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 YOU ARE HEREBY SUMMONED TO ATTEND A STAFFING COMMITTEE, ON WEDNESDAY 28TH MARCH 2018 AT 7.00PM, AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39 HIGH STREET, OAKHAM**



**Allison Greaves**

**Clerk to the Council**

**21st March 2018**

 A MEETING OF

OAKHAM TOWN COUNCIL’S STAFFING COMMITTEE

**WEDNESDAY 28TH MARCH 2018 AT 7.00PM**

***Members of the public attending this meeting are advised that it will***

***be filmed and recorded, or photographed***

**AGENDA**

**1. APOLOGIES – Standing Order 1(u)**

 (i)To receive apologies for absence

 (ii) To decide whether to approve apologies for absence

**2. DECLARATIONS OF INTEREST**

Members are asked to declare, if required:

(i) Any Disclosable Pecuniary Interest they may have in respect to items on the agenda

(ii) Any other interest they may have in respect to items on the agenda

**3.** **MINUTES (*Appendix A)***

To approve the minutes of the meeting of the Staffing Committee held on Thursday 22nd February 2018

**4. DEPUTATIONS BY THE PUBLIC**

Members of the Public are invited to address the meeting in accordance with the procedures laid down in Standing Orders 1(d) – 1(i)

**5.** **EXEMPT ITEMS**

(i) To decide whether to exclude the Public and Press during consideration of items 6,7,8 and 9 on the agenda, under Section 100 (2) of the Local Government Act 1972, as amended due to the confidential nature of the matters to be discussed

(ii)To decide whether members of the Council who are not members of the Committee may remain during consideration of items 6,7,8 and 9 on the agenda

**6. PROTECTION OF THE CLERK *(Appendix B*)**

To consider a report and to make any decisions as appropriate

**7. OAKHAM TOWN COUNCILS WEBSITE**

 To discuss the use of the Councils website to counter slanderous and false social media posts

**8. CLERKS REVIEW (*Appendix C*)**

Using the scoring matrix to evaluate staff progress

**9. OFFICE ASSISTANT EMPLOYMENT CONTRACT AND JOB DESCRIPTION (*Appendix D to***

***follow)***

To discuss and to make any decisions as appropriate