

# 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 28<sup>TH</sup> MARCH 2018 AT 7.00PM, AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39 HIGH STREET, OAKHAM**

A handwritten signature in black ink, appearing to read 'Allison Greaves', is written over a light grey rectangular background.

**Allison Greaves**  
**Clerk to the Council**  
**21<sup>st</sup> March 2018**

**A MEETING OF  
OAKHAM TOWN COUNCIL'S STAFFING COMMITTEE  
WEDNESDAY 28<sup>TH</sup> 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 22<sup>nd</sup> 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