



# Carn Brear Parish Council

## Consel Plu Carn Bre



Miss. Sarah-Jane Noakes (Clerk to the Council)

Scryuynyas dhu Consel

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**You are hereby invited to a meeting of the Staffing Committee held virtually by Zoom. The meeting will take place on Thursday 4<sup>th</sup> March 2021 commencing at 7 pm.**

**To join Zoom meeting:- <https://zoom.us/j/2522208511>**

**To access the meeting by telephone please call 0330 088 5830. Meeting ID: 252 220 8511**

### Agenda

1. Welcome
2. To appoint a Chairman of the Staffing Committee
3. To receive apologies for non-attendance
4. Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda
5. To approve written request(s) for dispensations.
6. To receive and approve the minutes of the Staffing Committee held on 21<sup>st</sup> January 2021
7. To review the Staff Stress Risk Assessment and make appropriate recommendations
8. To review the Annual Leave Policy and make appropriate recommendations
9. To review the Grievance Policy and Procedures and make appropriate recommendations
10. To review the Disciplinary Policy and Procedure and make appropriate recommendations
11. To review the Absence Management Policy and make appropriate recommendations
12. To review the Dignity at work (bullying and harassment) policy and make appropriate recommendations
13. To make appropriate arrangements for implementation of a staff handbook
14. To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed
15. To receive and approve the confidential minutes of the Staffing Committee held on 21<sup>st</sup> January 2021
16. To receive the reviewed draft staff contract template and make appropriate recommendations
17. To receive information received regarding outsourcing performance management and training for performance review and performance appraisal and appropriate recommendations
18. Staffing Matters

**Yours faithfully**

Miss Sarah-Jane Noakes

**(Clerk to the Council)**

**25<sup>th</sup> February 2021**