



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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7th March 2022

To all Members of Staffing Committee

Chairman	Cllr M. Odell
Deputy Chair	Cllr P. Nicholson
Councillors	Arrick, Dullaway, Matthes

I give notice that a meeting of Staffing Committee will be held on Friday 11th March at 10am in the Council Chamber, Town Hall, High St, Haslemere and you are hereby summoned to attend such meeting.

Yours sincerely,

Mrs Lisa O'Sullivan
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held 3rd December 2021 are attached.

APPENDIX 1

RECOMMENDED: That the minutes of the meeting held 3rd December 2021 are approved and signed by the Chairman.

4. HR SERVICES AND REVIEW OF CONTRACTS

Town Clerk to give an update on procurement of HR services.

5. EXCLUSION OF THE PUBLIC

RECOMMENDED: "That in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

6. REVIEW OF JOB DESCRIPTIONS

The job descriptions for the Town Clerk, Deputy Clerk and Office administrator have been reviewed. Town Clerk to report.

RECOMMENDED: That the revised job descriptions (to be circulated before the meeting) are adopted.

7. STAFFING UPDATE – PROJECT AND OPEN SPACES OFFICER

To receive an update from the Chairman / Town Clerk.

8. STAFF APPRAISALS

Staff appraisals were held for all permanent staff on 7th March. Reports to follow. Committee to decide what to recommend to Council in the way of staff payrises or bonuses. Chairman to report.

** End of Agenda **