



# HASLEMERE TOWN COUNCIL

1<sup>st</sup> September 2025

To all Members of Staffing Committee

<b>Chairman</b>	Cllr J Keen
<b>Deputy Chair</b>	Cllr M Carter
<b>Councillors</b>	Bayliss, Carroll, Leach, Nicholson

I give notice that a meeting of Staffing Committee will be held Friday 5<sup>th</sup> September 2025 at 9.30am 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 INTERESTS

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

#### **APPENDIX 1**

The minutes of the meeting held 27th June 2025 were noted by Full Council on 17th July, Chairman to sign.

### 4) 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.

### 5) CHANGE TO COMMITTEE TERMS OF REFERENCE

#### **APPENDIX 2**

Chair to report.

#### **RECOMMENDED:**

That the Committee terms of reference are amended to remove the prohibition on the Mayor or consort being a Staffing committee member.

### 6) CONSIDERATION OF STAFF APPRAISALS AND POTENTIAL CHANGES

#### **TO FOLLOW**

Staff appraisals are underway and will be circulated as soon as finalised, along with a report from the Chair and Vice chair containing recommendations relating to any staffing changes or pay awards. The committee will consider the recommendations in that report.

### 7) STAFF ON PROBATION - UPDATE

The Town Clerk will give an update on progress of the two staff members who are still on probation.

The committee will agree the process for conducting end of probation reviews and confirming (or otherwise) permanent employment.

**\*\* End of Agenda \*\***