



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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6th January 2025

To all Members of Staffing Committee

Chairman	Cllr J Arrick
Deputy Chair	Cllr J Keen
Councillors	Bayliss, Carroll, Carter, Nicholson

I give notice that a meeting of Staffing Committee will be held Friday 10th January 2025 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 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

The minutes of the meeting held 21st June 2024 were noted by Full Council on 11th July, Chairman to sign.

APPENDIX 1

4) REVIEW OF STAFFING TEMPLATES

To FOLLOW

The council's external advisor, Wirehouse and has reviewed the Council's contract of employment and staffing documents and has provided some additional template policies:

- HTC contract of employment – amended to reference additional policies.
- Dignity at Work policy – existing is fine.
- Your Equality Policy – existing is fine.
- Computer and Email use Policy – existing is fine.
- Grievance Policy – links and references updated.
- Disciplinary Policy - links and references updated.
- Parental Bereavement Leave – new from Wirehouse (reviewed by Clerk).
- Carer's Leave Policy – new from Wirehouse (reviewed by Clerk).
- Parental Bereavement Policy – new from Wirehouse (reviewed by Clerk).

RECOMMENDED: That the revised staffing documents as appended to the Agenda are adopted.

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) STAFF RESIGNATIONS AND RECRUITMENT OF REPLACEMENTS

APPENDIX 2

Two of the council's officers have resigned, the committee will discuss their replacement and agree the timetable and process for recruitment (suggested timetable for PAO replacement is attached).

**** End of Agenda ****