

Bakewell Town Council

Town Hall, Bakewell, Derbyshire DE45 1BT
Tel: 01629 813525
email:townclerk@bakewelltowncouncil.gov.uk



10th June 2016

Dear Councillor,

You are hereby summoned to attend a **Staff Committee** of the Town Council to be held on **Friday 17th June 2016** in the Council Chamber, Town Hall commencing at 2.00pm, in order to transact the under mentioned business.

Yours sincerely,

A handwritten signature in black ink, appearing to read "John Rowe". The signature is stylized and somewhat cursive.

John Rowe
Town Clerk & RFO

Distribution: Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Vivienne Parnham

Information: Cllr Alyson Hill, Cllr Paul Morgans, Cllr John Riley, Cllr Bill Storey, Cllr Philippa Tilbrook, Cllr Hilary Young

Town Hall Notice Board, Library

Notices

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A Staff Committee Meeting of the Town Council is to be held in the Council Chamber, Town Hall, Bakewell at 2.00pm on Friday 17th June 2016

Agenda

Non Confidential items

1. Appointment of Chair
2. To receive and accept apologies for absence
3. Chair's announcements
4. Declaration of Members Interests
 - (a) To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
 - (b) To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest
5. Items in Exclusion
To determine which items, if any, should be taken with the public and press excluded
6. Public Speaking
 - (a) A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter (Representations are limited to a maximum of 3 minutes per person).
7. Matters for decision
To review the following and to make recommendations to full Council:
 - (a) Clerks contract, to include increments trigger and changes to pay scale
 - (b) Hours worked by Clerk, flexible working, home working and office closed to public periods
 - (c) Support for Clerk/ barriers to working
 - (d) Time off in lieu - current position
 - (e) Annual Leave current position

(f) Staff development and training needs

(g) Items arising relating to:

- i. Health and Safety
- ii. Disability
- iii. Medical
- iv. Personal
- v. Work life balance

(h) Clerks' appraisal

(i) Calendar of Staff Committee Meetings

8. Risk Assessment

To consider risk assessment/insurance implications for items approved this meeting.