

Kenilworth Town Council

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23 January 2024



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **STAFFING COMMITTEE MEETING** will be held in the Council Chamber at Jubilee House, on **TUESDAY 30 JANUARY 2024**, at 4.00pm, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'Michael', written over a horizontal line.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form circulated with the attendance register, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

1. ELECTION OF CHAIR
2. ELECTION OF VICE-CHAIR
3. APOLOGIES
4. DECLARATIONS OF INTEREST

Members of the Committee to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.

5. TERMS OF REFERENCE

To discuss and approve the draft Terms of Reference (Enclosure 1)

6. STAFF APPRAISALS

To note the current position and agree arrangements.

7. EXCLUSION OF PRESS AND PUBLIC

To consider making the following resolution:

“That in view of the confidential nature of the business about to be considered (confidential staffing matters), the press and public are excluded from the Meeting, pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960”.

8. CONSIDERATION OF REPORT COMMISSIONED REGARDING JOB EVALUATIONS

To consider the recommendations contained in the report from WALC and to make recommendations for full council.

9. PENSION PROVISION

To consider the options available and make a recommendation to full council.

10. REVIEW OF OTHER EMPLOYEE BENEFITS, JOB DESCRIPTIONS AND CONTRACTS

To review other benefits offered and make any arrangements necessary for both job descriptions and contracts to be updated.

11. NEXT MEETING

To set a date for any additional meetings required.