

7th March 2024

An Extraordinary meeting of Sheringham Town Councils Employment Committee will take place on **Tuesday 12th March 2024** at Sheringham Community Centre at 7:00pm and the following business will be transacted. All Committee Members are summoned to attend.

On the advice of Norfolk ALC, the meeting should be attended only by members of the Employment Committee due to the confidential nature of the business being transacted. This agenda and papers should not be copied, forwarded, or printed.

IMPORTANT

The Committee will be considering confidential and staff-related matters. On HR advice, in order to protect confidentiality, documentation will be provided to Committee Members at the meeting. It is important that Committee Members read documents before the meeting considers the related motion and appropriate time will be afforded for this. Any documents and their contents must not be copied, photographed, or shared and will only be available for Employment Committee Members to read within the confidentiality of the meeting room.

Peter Ratcliffe
 Chair of Council



AGENDA

1.	APOLOGIES MOTION: Committee to receive and approve apologies and reasons for absence.
2.	DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
3.	APPROVAL OF MINUTES MOTION: Committee approval of minutes of meeting dated 6th February 2024 as a true record of matters discussed and resolutions made (SB) (These minutes were not prepared by the Clerk; the Clerk was not present at the meeting)
4.	OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting. Matters relating to employment may not be raised by members of the public.
4.	EXCLUSION OF PRESS AND PUBLIC MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information. RECOMMENDATION: Agenda item 5, 6 and 7 to be under 3D as a closed meeting as they relate to confidential and sensitive employee matters.
5.	HEALTH AND SAFETY REPORT MOTION: To receive a Health and Safety Report and related documents and recommend related actions. (SB/PR) Documents will be available to read at the meeting.
6.	STAFF MATTERS MOTION: To receive a verbal update on staff matters and agreed a course of action. (SB/PR) MOTION: To receive a verbal update on staff matters and recommend a course of action. (SB/PR)
7.	IT MATTERS MOTION: To agree that the Chair of Council and Chair of Employment engage with STC's IT provider to implement additional staff and councillor email security and resilience measures.
8.	DATE OF NEXT MEETING MOTION: Committee to note that the date of the next Ordinary Employment Committee meeting is to be confirmed.