



Sheringham Town Council
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9th May 2024

An ordinary meeting of Sheringham Town Councils Employment Committee will take place on **Tuesday 14th May 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.

IMPORTANT

The Committee will be considering staff-related matters. On HR advice, in order to protect confidentiality, documentation and statements will be provided to Committee members at the meeting. It is important that Committee Members read any supporting documentation 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.

Sarah Peberday
Town Clerk RFO

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 27th March 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.
5.	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p>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.</p> <p>RECOMMENDATION: Agenda item 7D and 8 be held in 3D as a closed meeting as they relate to confidential sensitive employee matters.</p>
6.	<p>RECRUITMENT</p> <p>A – MOTION: to receive a verbal update on the recruitment of a Casual Caretaker/Bank Staff member (Clerk)</p> <p>B – MOTION: To agree a course of action in relation to the recruitment of an administrator (Clerk)</p>
7.	<p>CLERK UPDATE</p> <p>MOTION: Committee to receive a verbal update from the Clerk on the following</p> <p>A – Staff Training</p> <p>B – Health and Safety Contractor</p> <p>C – Terms of Reference</p> <p>D – Attendance Report (SO19b)</p>
8.	<p>STAFF MATTERS</p> <p>Reading of documentation</p> <p>Confidential notes will be recorded in order to supplement the minutes, discussions and decisions made; these will be retained in the Sheringham Town Council safe. These notes will be taken by a nominated member of the Committee if the Clerk is not present.</p> <p>A – Committee to note an update in relation to the Conclusion/current position of recent matters relating to staff and agree and recommend a course of action (SB)</p> <p>B – Committee to note an update on staff matters and agree and recommend a course of action (SB)</p> <p>Collection of Documentation</p>
9.	<p>DATE OF NEXT MEETING</p> <p>MOTION: Committee to note that the date of the next Ordinary meeting is 10th September 2024 at 7pm.</p>