



SHIFNAL TOWN COUNCIL

28th May 2024

TO ALL MEMBERS OF THE EMPLOYMENT COMMITTEE

YOU ARE HEREBY SUMMONED to attend an Employment Committee Meeting of the Town Council at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ on **Monday 3rd June 2024 at 6:00 pm.**

Yours faithfully

Gillian Bailey
Locum Town Clerk
SHIFNAL TOWN COUNCIL

NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, raise and answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, *public participation must be confined to this section of the meeting only*. The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to speak **once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

NB:

1. Standing Orders are available on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils.

2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature.
3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address info@shifnaltowncouncil.gov.uk or telephone 01952 461420**

A G E N D A

E027/24 Fire Safety Announcement

E028/24 Public Session

E029/24 Declarations of interest

To receive declarations and requests for dispensations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.

Members are reminded that subject to provisions of the current Code of Conduct that they are required to;
not speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and
not speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.

E030/24 Apologies for absence

To receive apologies for absence.

E031/24 Minutes of Previous Meetings

To APPROVE and SIGN the Minutes of the Employment Committee Meeting held on Thursday 9th May 2024 (attached).

E032/24 Public Bodies (Admission to Meetings) Act 1960

To resolve that “pursuant to the Local Government Act 1972 s100A and Schedule 12A, the following items will be likely to disclose exempt information and in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting”.

E033/24 Staff matters

To discuss confidential matters relating to staff.

a) To receive a verbal update.

- b) To consider Terms of Reference for the Employment Committee (attached)
- c) To consider cover arrangements for the period 10th June to 24th June. (to follow)
- d) To consider a staff request. (to be tabled)

E034/24 Outstanding Actions

To review outstanding Actions.

Distribution

Employment Committee -

Councillors - E. Moore, E. Bird, R. Cox, G. Kerr, J. Horne, L. Jenks, T. Tarran, G. Tonkinson, P. Williamson

Copy for Information -

Councillors - K. Booker, J Coulson, B. Haddon, D. Marriott, J. Moore, Z. Turner