

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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## NOTICE OF MEETING

You are summoned to attend a meeting of the **Staffing Committee**. The meeting will be held on **Thursday 7<sup>th</sup> October 2021** for the transaction of business set out in the Agenda below:

**Date:** Thursday 7<sup>th</sup> October 2021                      **Time:** 6.15pm

**Place:** West Wing Committee Room, Burghfield Village Hall

*Please note that all Staffing Committee meetings are held in private due to the sensitive nature of the items being considered*

**1.1021 Apologies for Absence**

To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

**2.1021 Declaration of any personal or financial interests**

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

**3.1021 Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

**4.1021 EXCLUSION OF PRESS AND PUBLIC**

To resolve, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following:

**5.1021 To receive a report of current staffing upon the council**

**6.1021 To approve the continuation of hybrid working**

**7.1021 To give consideration to the current staffing arrangements and determine future staffing requirements**

**8.1021 To discuss staffing budgetary requirements for 2022-23**

**9.1021 To determine the schedule of staff appraisals**

**10.1021 To discuss the management of additional hours accrued by staff**

**11.1021 To consider any other employee issues requiring action**

**Closure of meeting**