

THORNBURY TOWN COUNCIL

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Town Hall
35 High Street
Thornbury
Bristol BS352AR

Town Clerk: Clare Nelmes

MEETING OF: Staff Committee
TO BE HELD ON: Thursday 5 January 2017 at the Town Hall
COMMENCING AT: 7.30 pm

Please note that this meeting is open to the public, who are welcome to attend.

Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.

Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.

AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To resolve that due to the confidential nature of the matters to be discussed that the public and press be excluded from the remainder of the meeting and that it be conducted in private.
5. To consider any matters arising from the report of the Staffing Committee held on 7.11.16
6. To discuss and agree a revised job description for the office administrators and approve the recruitment process following a staff resignation (revised job description to follow)
7. To confirm arrangements for the staff appraisals
8. To undertake the annual review of staff salaries
9. To consider any other matters on the grounds of urgency

A handwritten signature in black ink, appearing to read 'Clare Nelmes', is written over a light grey rectangular background.

Signed Town Clerk

BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda:-

- a) Report of the Staffing Committee held on 7.11.16
- b) Revised Administrator job description (to follow)