



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
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Mrs Karen Mitchell
Town Clerk

Thursday 12th March 2020

S20/09 – S20/15

Dear Councillor

You are summoned to attend a meeting of the

Staffing Committee

of the Town Council to be held on

Tuesday 17th March 2020 at 3pm

in The Council Chamber, Council Offices, 1 Rowberry Street,
Bromyard, Herefordshire HR7 4DU

Yours sincerely,

Karen Mitchell
Town Clerk

A HARD COPY OF THE AGENDA AND ANY ASSOCIATED PAPERWORK WILL BE FOUND IN YOUR PIGEONHOLE. THESE, ALONG WITH THE MINUTES OF THE PREVIOUS MEETING WHICH HAVE ALREADY BEEN CIRCULATED, NEED TO BE BROUGHT TO MEETING. NO DUPLICATES WILL BE ISSUED.

Cllrs Brunsdon, Churchill, Cooper, Dunne-Thomas, Franklin and Page

AGENDA

- S20/09 Apologies for absence.**
- S20/10 Declaration of interests and written requests for dispensation.**
- S20/11 To approve the minutes of the meeting held on the 22nd January, 2020 as a correct record.**
- S20/12 Disciplinary and Grievance Arrangements**
- Following the legal implications of the Ledbury High Court Case in 2018, NALC has revised its Legal Topic Note LTN 22 on Disciplinary and Grievance Arrangements.
- Members are requested to consider the following documents:
- a) Template Disciplinary Policy
 - b) Template Grievance Policy
- Hard copies previously circulated. Please contact the office if you require a further copy.
- S20/13 Staff Pensions – Re-enrolment and Re-declaration Legal Duties**
- To note the re-declaration deadline of 30th June 2020 for eligible staff to be put back in to the Council's pension scheme (NEST).
- S20/14 Confidential Items:**
- Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), it is proposed that because of the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following employment matters.
- S20/15 Staffing Matters**
1. To receive an update on the following staffing matters and to consider any action required:
 - 1.1 Administration Officer Probation Period
 - 1.2 Gardener Position
 2. Staff Workload and Wellbeing
To receive Officers' suggestions.
 3. Annual Leave
To consider the Town Clerk and Deputy Town Clerk's requests to carry forward five days leave into the next year and to be remunerated for any remaining untaken days.
 4. Coronavirus – Covid -19
HALC 'Information Corner' Guidance and practical advice for Town and Parish Councils.