



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Clerk to the Council

e-mail: townclerk@lutterworth.org.uk

Telephone: (01455) 550225
www.lutterworth.org.uk

14TH January 2022.

Councillors: Sue Jamieson (Chair)
Paul Beadle
Rob Coleman
Val Cooper
David Gair
Simon Hill
Tony Hirons
David Jones

Dear Councillors,

You are hereby **Summoned** to attend the Staffing Committee Meeting of Lutterworth Town Council on Thursday 20th January 2022 at 7:30 pm at the Town Council offices.

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

The purpose of the Staffing Committee Meeting of the Town Council is: -

1. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**
3. **MENTORING FOR THE TOWN CLERK.**

The Town Clerk wanted clarification on should the mentoring telephone calls continue they have been changed to twice monthly and usually last between half/full hour.

4. **APPLICATIONS AND INTERVIEWS.**

We currently have two job vacancies being advertised as follows:

- a) Maintenance Operative
- b) Cleaner.

Please see the tabled report for the applicant's information received.

- c) Tentative dates for interview need agreeing.

Tentative dates need to be determined for the interviews and who will be conducting the interviews.

5. **OCCUPATIONAL HEALTH MEETING.**

Please see the tabled report.

6. **APPRAISALS AND 3 MONTH PROBATION INTERVIEWS.**

It has been requested that members determine when the appraisals and 3 monthly probationary meetings are to take place as they were deferred until February 2022.

7. **DATE OF NEXT MEETING.**

The date of the next Staffing Committee meeting is Thursday 17th March 2022 at 7:30pm.

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', with a long horizontal stroke extending to the right.

Carol Mobbs
Town Clerk