



Lutterworth Town Council

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Carol Mobbs

Clerk to the Council

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13th May 2022.

Councillors: Sue Jamieson (Apologies)
Paul Beadle
Rob Coleman (Temporary Chairman)
Val Cooper
David Gair
Simon Hill
David Jones

Dear Councillors,

You are hereby **Summoned** to attend the Staffing Committee Meeting of Lutterworth Town Council on Thursday 19th May 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 ELECT A CHAIRMAN.**
2. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**
3. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**
4. **TOWN CLERKS CONTRACT.**

Please find the attached Clerk Contract which is required to be issued as she is working under her old contract as Deputy Clerk. This is a requirement of the CILCA training please see attached tabled report. (Pages 11 – 26)

(Please see the tabled report for the Town Clerk's confirmation letter Pages 5 - 12). (Confirmation letter Pages 27 – 28)

5. **OCCUPATIONAL HEALTH MEETING.**

It is to be considered if an occupational Health meeting should be offered to the maintenance operative due to issues with a shoulder injury and recent admission into hospital with Kidney problems.

(Please see the tabled report for the additional information) (Pages 29 – 30)

6. **PROBATION INTERVIEWS.**

It is to be considered that 6-month probationary Appraisals are to be held and suggested dates for when these can be held. Their employment commencement dates were 1st November 2021.

Tentative dates for Probationary interviews Tuesday 24th, Weds 25th, Thus 26th or Friday 26th May any time during the day to suit.

7. MAINTENANCE OPERATIVE CONTRACT.

The Town Clerk has requested that the maintenance contract be looked at as there is no mention of the additional hour's payment as per the joint council for local government services and she feels that events should be mentioned in their contract and not just in the duties. (Green Book attached as a web page – not printed).

(Please see the tabled report for explanations and green book) (Pages 5 – 12)

8. DATE OF NEXT MEETING.

The date of the next Staffing Committee meeting is to be Thursday 21st July 2022 at 7 30pm.



Carol Mobbs
Town Clerk

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