

**A meeting of the [Employment Committee](#) will take place on  
Tuesday 22 September 2020 at 7.00 pm via Zoom.**

Due to the current COVID 19 restraints members of the public are encouraged to submit any questions they have in writing to the Town Clerk via e-mail – [contact@stokesleytowncouncil.gov.uk](mailto:contact@stokesleytowncouncil.gov.uk) or posting to 'Freepost STOKESLEY TOWN COUNCIL'

If any Member of the public wishes to participate in the meeting please notify the Clerk in writing to the above e-mail address by 12 noon on the day of the meeting and you will be issued with a 'Zoom' meeting invitation log in so you can join remotely. Draft minutes from the meeting will be available on our website [www.stokesleytowncouncil.gov.uk](http://www.stokesleytowncouncil.gov.uk)

**AGENDA**

1. **NOTICE OF MEETING**

Public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

2. **MEMBERS OF THE PUBLIC**

Members of the public will be given the opportunity to make any comments and raise any questions.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence to be received and agreed.

4. **ELECTION OF CHAIRMAN**

5. **DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

6. **TERMS OF REFERENCE**

To review the current terms of reference.

7. MINUTES FROM THE MEETING HELD ON 24 SEPTEMBER 2019

To approve the minutes from the meeting held on 24 September 2019

8. SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

- a. To receive an outline summary of attendance data for all staff for the period since the last meeting.

9. TRAINING

- a. To review training:
  - i. Delivered and recorded.
  - ii. Planned.

10. PENSION UPDATE

11. PAY AWARD

- a. To receive the pay award information from NALC for 2020-21 circulated on 28.8.20.

12. ROLE SUCCESSION PLANNING

13. TOWN COUNCIL POLICIES

- a. To review the draft Performance Appraisal Policy circulated on 14.9.20.
- b. To review the draft Lone Working and Violence at Work Policy circulated on 14.9.20.
- c. To review the draft Mobile Phone Policy circulated on 14.9.20.
- d. To review the draft Recruitment, Selection and Induction Policy circulated on 14.9.20.

14. CORONAVIRUS STAFFING UPDATE

15. EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting to deal with items of a confidential nature.

16. SICKNESS ABSENCE /DETAILS

- a. To review detail of sickness absence and agree action as necessary.

**Reserved matters - EMPLOYMENT COMMITTEE ONLY**

17. REMUNERATION

- a. To consider payment of seasonal bonus.