



07 March 2025.

**To:** Councillors Gary Norman, Jo Day, Pam Lusby-Taylor, Elizabeth O’Keeffe, Steve Masters and Vaughan Miller.

**Substitutes:** Councillors Billy Drummond, Nigel Foot, Ian Jee, Chris Hood and David Marsh

Dear Councillor

You are required to attend a meeting of the Staff Sub-Committee to be held in the Elsie Kimber Room, Town Hall at 18:00, Wednesday 19 March 2025.

Yours sincerely,

**Toby Miles-Mallowan**  
**Chief Executive Officer**

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#### **AGENDA**

- 1. Apologies for absence**
- 2. Declarations of interest and dispensations**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**  
**To agree** the minutes of the Staff Sub-Committee meeting held on 08 January 2025.
- 4. Exclusion of the press and public**  
  
To move that under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because the publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.
- 5. Review Staff Appraisals and sign off Staff Appraisals (Exempted)**  
**To Sign off manager appraisals** to counter sign appraisals to managers,  
**To recommend** to full council the appraisal decisions and budget reconciliation