

25 July 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 7pm, Wednesday 30 July 2025.

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

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 of the Staff Sub- Committee meeting held on 23 May 2025 (Appendix 1)**
To agree the minutes of the Staff Sub-Committee meeting held on 23 May 2025
- 4. Vacancies and Recruitment**
To update the committee around recruitment to staffing vacancies.
To recommend the job description for the Locum P&H Clerk
To agree commencement of recruitment of Locum P&H Clerk
- 5. 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.
- 6. Staff updates**
To Update the committee on staffing matters