

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

Telephone: 01908 585368 (24 hrs.) Fax: 01908 585239

e-mail: a.jordan@wstc.org.uk

www.woburnsands.org.uk

Members of Woburn Sands Town Council Staffing Committee are hereby summoned to attend
the **Meeting of the Staffing Committee** on
Thursday 27th March 2025 at 5pm in the Committee Room, Memorial Hall.
Members of the public are welcome to attend.

AGENDA

9/25	Present:
10/25	Apologies:
11/25	DECLARATION OF INTEREST: Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting.
12/25	Minutes: To approve the minutes from the meeting of Tuesday 4 th Feb. 2025
13/25	Actions outstanding from previous minutes:
14/25	Handbook: To consider the implementation of a Staff Handbook
15/25	HR Policies: To consider which policies should be adopted by WSTC and the timescale. List to be circulated.
16/25	Retention of HR Professionals: Shortlist to be circulated. To consider contracting out HR work.
17/25	Appraisals: To agree who will be carrying out the Clerk's appraisal and other staff appraisals To agree a date for the Clerk's appraisal. (Note: Standing Orders and job contracts give different information on who undertakes appraisals, the Mayor or the Chair of the Finance Committee).
18/25	Staff hours – confidential item: To consider paying the Clerk for additional hours worked and time taken off in lieu of payment.
19/25	Staffing Review – confidential item: To consider a full staffing review to improve efficiency and working conditions.
20/25	Date of next meeting:

Under the Public Bodies (Admissions to Meetings) Act 1960, the public will be excluded from items 18/25 and 19/25 on the grounds of the confidential nature of the business to be transacted.

Signed:



Date: 21.03.2025