

## DURSLEY TOWN COUNCIL

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17<sup>th</sup> October 2017

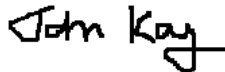
### **TO: EACH MEMBER OF THE STAFF COMMITTEE OF DURSLEY TOWN COUNCIL**

Dear Sir/Madam,

You are hereby summoned to a meeting of the Staff Committee of the Council which will be held in **Dursley Library, May Lane, Dursley, on Tuesday 24<sup>th</sup> October 2017 at 6.30pm.**

**Please ensure that you have read the agenda and associated documents before the meeting. Should you require any additional information on any of the items, please contact the Clerk prior to the meeting.**

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.



Mr John Kay  
Town Clerk

### **AGENDA**

**Please note that in the interests of security / business continuity, the public may be excluded from some items**

1. Apologies for absence.
2. Declarations of interest.
3. To sign the minutes of the meeting of the Staff Committee held on 13<sup>th</sup> June 2017.
4. To review the committee terms of reference. (Members: Terms of Reference attached)
5. To consider the closure of the offices to the general public from Monday 18<sup>th</sup> to Friday 22<sup>nd</sup> December to allow the staff to carry out a review of the archive documents stored at Jacobs House.
6. To consider the closure of the office from Friday 22<sup>nd</sup> December 2017 to Tuesday 2<sup>nd</sup> January 2018 for the festive period.

**The following business will be dealt with in committee:**

7. To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.
8. To consider a report on staff appraisals and agree actions arising. (Members: report attached)
9. To consider the draft staffing budget for the year 2018-2019, including 3-year forward plan 2018-2021. (Members: budget plan attached).
10. To approve the advertisement of a new Assistant Amenity Grounds Person vacant position.