

DURSLEY TOWN COUNCIL

Jacob's House, Castle Street. Dursley, Glos. GL11 4BS.
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5th June 2018

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 the Community Meeting Room, **Dursley Library, May Lane, Dursley**, on **Tuesday 12th June 2018 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 13th March 2018 and 8th May 2018.
4. To consider the introduction of timesheets for staff to record time spent on projects and other duties. (Members: Existing ground staff and admin timesheets & proposed timesheet attached).

The following business will be dealt with in committee:

5. To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.

6. To note that the National Joint Council for Local Government Services has reached agreement for the 2018/19 pay scales from 1st April 2018 for all employees under the terms of the model contract. (Members: 2018/19 National Salary Award).