



## HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
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To all Members of the Staffing Committee

<b>Chairman</b>	Cllr M Carter
<b>Vice-Chair</b>	Cllr P Bradley
<b>Councillors</b>	Abeyesundara, Blades, Odell, Piper

1<sup>st</sup> March 2019

Dear Councillor

I hereby give notice that a meeting of the Staffing Committee will be held on Thursday 7<sup>th</sup> March in the Council Chamber, Town Hall, High Street, commencing at 2pm, and that you are summoned to attend such meeting.

Yours sincerely

Lisa O'Sullivan  
Town Clerk

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### AGENDA

- APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST**  
To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed and previously circulated in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
- MINUTES OF THE LAST MEETING** **APPENDIX 1**  
The minutes of the meeting held 6<sup>th</sup> June 2018 were agreed at Full Council on 12<sup>th</sup> July Council. Chairman to sign.
- STAFFING TERMS OF REFERENCE** **APPENDIX 2**  
At the request of the Chairman, the Town Clerk has reviewed and amended the Staffing ToR (attached).  
**RECOMMENDED:** That the revised staffing ToR at Appendix 2 is adopted.

5. **EXCLUSION OF THE PUBLIC**

To pass the following resolution:- "That in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

6. **STAFF APPRAISALS**

The Committee to consider the appraisals and make decisions regarding pay awards for staff.

1) Town Clerk

**APPENDIX 3**

**RECOMMENDED:** That the Town Clerk is awarded a 1 point pay rise to Pay Point 41 on the National Salary award scale.

2) Deputy Town Clerk

**APPENDIX 4**

**RECOMMENDED:** That the Deputy Town Clerk is awarded a 1 point pay rise to Pay Point 27 on the National Salary award scale.

3) Office Administrator / Mayor Secretary

**APPENDIX 5**

**RECOMMENDED:** That the Office Administrator / Mayor Secretary is awarded a 1 point pay rise to Pay Point 9 on the National Salary award scale.

**\*\*End of Agenda\*\***