

ELLESMERE TOWN COUNCIL

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Date: 11th February 2021

To: Members of the Staffing & Governance Sub Committee

You are invited to attend a Virtual Meeting of the Staffing & Governance Sub Committee to be held on **Wednesday 24th February 2021 at 11.30am** via Zoom, for the transaction of business as set out in the Agenda below.

Yours sincerely,

Joanne Butterworth
Town Clerk & Responsible Finance Officer

AGENDA

1. **To receive apologies and reason for absence.**
2. **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the register of members' interests maintained by the Monitoring Officer.

3. **Minutes.** To read and confirm the minutes of the meeting of the Sub-Committee held on 6th July 2020. [View minutes.](#)
4. **Salary Increase Scheme.** To approve the updated wording of the scheme and make recommendation for full council to adopt.
5. **Exclusion of Press and Public.** To resolve "That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts".

Exempt Minutes will be kept.

6. **Admin Assistant's Contract.** To receive an update and consider recommendations from the Clerk regarding the position.
7. **Clerk's Appraisal.** To consider and approve.
8. **Outstanding Staff Holidays.** To receive a report and discuss.
9. **Review of Staff Salary Scales.** To review and make recommendations to full council.