



**TO: ALL MEMBERS
OF THE STAFFING
COMMITTEE**

Ref: PAR/LM/SC

Date: 24th September 2025

Dear Councillor,

You are hereby summoned under the Local Government Act 1972, Schedule 12, Section 10, to attend a Meeting of the **STAFFING COMMITTEE** to be held at Newton's Place, Wolborough Street, Newton Abbot on **WEDNESDAY 1st OCTOBER 2025 at 7:00pm** to transact the business specified in the Agenda, as set out below.

This is a meeting in public, not a public meeting. Members of the public and press are welcome to attend the meeting. If you wish to ask a question, please email info@newtonabbot-tc.gov.uk no later than 48 hours before the day of the meeting. The Council will make additional reasonable adaptations to facilitate attendance at its meetings upon request.

Attendees should be aware that the proceedings of this meeting may be recorded, filmed or photographed, by entering the Council Chamber attendees are consenting to being recorded.

Yours sincerely

Town Clerk

AGENDA

PART I

A – GENERAL COMMITTEE BUSINESS

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

2. INTERESTS

To receive any declarations of interest on items on the Agenda.

3. **MINUTES**

To approve as a correct record and sign the minutes of the meeting of the Staffing Committee held on 25th June 2025 **APPENDIX A**

4. **POLICIES**

To consider and review the following policies for approval and adoption:

- | | |
|-----------------------------------|-------------------|
| a) Home Working Policy | APPENDIX B |
| b) Leave Policy | APPENDIX C |
| c) Paternity Leave & Pay Policy | APPENDIX D |
| d) Recruitment & Retention Policy | APPENDIX E |
| e) Appraisal Policy | APPENDIX F |
| f) Grievance Policy | APPENDIX G |
| g) Disciplinary Policy | APPENDIX H |

5. **DATE OF NEXT MEETING**

To be confirmed.

PART II

B – ITEMS FOR DECISION

6. **EXCLUSION OF PUBLIC AND PRESS**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

7. **STAFFING ESTABLISHMENT**

To give consideration to the Report of the Town Clerk on the Councils staffing establishment. **APPENDIX I**

DISTRIBUTION

All other Members of the Council for information.