

**MINUTES OF THE STAFFING COMMITTEE MEETING  
HELD MONDAY 6<sup>TH</sup> FEBRUARY 2017  
6.30PM  
BURBAGE MILLENNIUM HALL**

Present: Cllr Mrs L Rooney (in the chair)  
Cllrs Mr C Ashton, Mr A Clayton, Mr R Flemming, Mr K Lynch (substituting), Mr P Morris, Mr S Rooney, Mrs M Sherwin,

In attendance: Cllr Mr H Wilkins  
J Perrin (Principal Officer)

49. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Mr S Bray & A Hall (Cllr Mr K Lynch substituting).  
Proposed by Cllr Mr Flemming, seconded by Cllr Mr Rooney it was

RESOLVED – all apologies be accepted.

50. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest received from Members at this time.

51. MINUTES OF THE MEETING HELD 26<sup>TH</sup> JANUARY 2017

Minutes of the meeting held 26<sup>th</sup> January 2017 had been circulated to all Members and were considered. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Morris it was

RESOLVED – the minutes of the meeting be approved and signed by the Chairman.

52. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present.

In view of the confidential nature of the following items, a formal resolution will be considered to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1960

53. INDICATION OF RESIGNATION & RECRUITMENT PLAN

A member of staff had indicated that they would be tendering their resignation within the next few weeks. A draft job description and person specification had been circulated to all Members. Proposed by Cllr Mr Rooney, seconded by Cllr Mr Flemming it was

RESOLVED – to approve the draft job description and person specification as written and to advertise the position on the current pay scale as soon as a formal resignation had been received. Cllrs Mrs Sherwin and Mr Lynch, along with an appropriate Officer would form the interview panel and a timetable would be agreed with the panel at the time of advertising.

54. STAFF SICKNESS UPDATE

The Principal Officer provided an update on the long term sick leave of an employee.

There being no further business the meeting closed at 6.46pm.