

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

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STAFFING COMMITTEE

Dear Member

15th August 2018

A meeting of the Staffing Committee will be held in the First Floor Meeting Room at Ringwood Gateway on **Wednesday 22nd August 2018** at 6.15pm.

Mr C. Wilkins
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 4th April 2018

4. GRADING OF POSTS

To receive a report from the Town Clerk (*Confidential Report A*) and consider the grading of appropriate posts for pay purposes

- i) the re-grading of the Grounds Foreman's role
- ii) the general adjustment of pay grades to align with the NJC pay scale

5. EMPLOYEE HANDBOOK

To receive a report from the Deputy Town Clerk (*Report B*) and consider changes to the Employee Handbook and the policies within it

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Clr Philip Day
Clr Anne Murphy
Clr Gloria O'Reilly
Clr Chris Treleaven

Officer

Chris Wilkins, Town Clerk