

**To all members of the Staffing Committee**

**Notice is hereby given and you are summoned to attend a meeting of the Staffing Committee on 21 September 2016 at Shinfield Parish Hall meeting room, commencing 19.00 hrs.**

Mrs S E Roberts, Clerk  
16 September 2016

Members: A Grimes (Ch), I Montgomery, D Peer, R Pike.

**Agenda**

**1. Appointment of Chairman**

To appoint the Chairman for the committee

**2. Election of Vice-Chairman**

To receive nominations and elect a Vice-Chairman for the committee

**3. Public questions**

To receive and consider public questions and comment.

**4. Apologies and declarations of members' interests**

4.1 To receive and consider acceptance of apologies.

4.2 To receive members declarations of interest relating to the business of the meeting.

**5. Terms of Reference**

5.1 To note the committee's Terms of Reference for 2016/17 (attached) and consider any changes

5.2 To approve the committee's Terms of Reference for 2016/17

**6. Youth Service**

6.1 To consider and approve various changes relating to the structure of the Youth Service for 2016-17 (see report attached).

**7. 2016 Staff Appraisals**

7.1 To consider and agree the process and timescales for the 2016 staff appraisals

**8. Training**

8.1 To consider various matters relating to training for staff and members to ensure continuous professional development across the council (training register to be tabled)

**9. Correspondence**

To consider correspondence items received, if any