



Members of the Council are summoned to attend a Meeting of the Staffing Committee of Corby Town Council at Beanfield Community Centre, Corby on **Tuesday 7th December 2021 at 6.30pm** for the purpose of transacting the following business.

Signed:

Felicity Ryan

Felicity Ryan
Town Clerk

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clerk@corbytowncouncil.gov.uk

01536 697561

Date: 2nd December 2021

AGENDA

112/21 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

113/21 PUBLIC PARTICIPATION

(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting.)

114/21 MINUTES

To receive and approve the minutes of the Staffing Committee held on 30th September 2021

115/21 JOB DESCRIPTIONS/PERSON SPECIFICATIONS

To consider the role of the additional member of staff, and to determine appropriate job descriptions/person specifications.

116/21 POLICIES FOR ADOPTION

- Health and Safety Policy
- Grievance and Disciplinary policy
- Sickness Policy



- Expenses policy
- Equal opportunities policy

117/21 MATTERS FOR INFORMATION OR DISCUSSION

DATE OF NEXT MEETING