



Town Mayor – Cllr Tafadzwa Chikoto

Town Clerk – F Ryan

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All members of the Staffing Committee are summoned to attend a meeting of the committee at the Corby Town Council Office, Fourth Floor, Corby Cube , Corby, NN17 1QG on **Tuesday 21st March 2023 at 5.15pm** for the purpose of transacting the following business.

Signed:

Felicity Ryan

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Town Clerk & Proper Officer

16th March 2023

AGENDA

458/22 To receive apologies for absence

459/22 To resolve that in view of the confidential nature of the business to be transacted the duration of the meeting be considered in private and press and public be excluded in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960).

460/22 To approve the minutes of previous meeting held 24th February 2023

461/22 To receive the assessment of roles from existing officers and agree the recommendations in the confidential report annexed ref Report HR221006.

462/22 To present an office management plan and preferred communication methods between staff and officers.

463/22 To adopt the following policies :

- Time off in lieu policy
- Bullying and Harassment Policy

To review the following policies :

- Disciplinary procedure
- Home working policy



- Expenses policy
- Equal opportunities policy
- Grievance policy
- Sickness policy
- Health & Safety Policy – recommendation for review to incorporate Lone working and hereinafter known as ‘Health & Safety & Lone Working Policy ‘

464/22 Date of next meeting - TBC