

**MINUTES OF THE STAFFING & EMPLOYMENT COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, HIGH STREET, TRING ON MONDAY 13<sup>TH</sup> MARCH 2023 AT 10.30 AM.**

**Present:** Councillors: P. Elley (Chairman)  
R. Ransley  
P. Hearn  
N. Nutkins

**Also Present:** Mrs L Housden (Town Clerk)  
0 Members of the Public

21356. **TO RECEIVE APOLOGIES FOR ABSENCE**  
C. Townsend (Illness)

**RESOLVED:** Proposed Cllr Hearn, seconded Cllr Ransley. To accept the apologies for the reasons given. Unanimously agreed.

21357. **TO MAKE DECLARATIONS OF INTEREST**  
None

21358. **TO CONFIRM THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 14<sup>th</sup> NOVEMBER 2023**

**RESOLVED:** Proposed Cllr Hearn, seconded by Cllr Ransley. To accept the Minutes and for the Chairman to sign them. Unanimously agreed.

21359. **PUBLIC PARTICIPATION**  
No members of the public were present nor had any comments been received.

21360. **STAFF HANDBOOK RENEWAL**  
An updated copy of the staff handbook had been circulated prior to the meeting together with a report summarising the changes that had been made and the reasons for these changes.

**RESOLVED:** Proposed Cllr Hearn, seconded by Cllr Ransley. To note and adopt the new staff handbook.

21361. **EXCLUSION OF PUBLIC & PRESS**  
A resolution was considered that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during the following items of the agenda for this meeting because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business.

**RESOLVED:** Proposed Cllr Hearn, seconded by Cllr Ransley. To exclude members of the press and public. Unanimously agreed.

21362. **STAFFING CONTRACTS**

Copies of the proposed updated contracts together with a report summarising the changes that had been made and why was circulated ahead of the meeting. A further report was distributed setting out the holiday position for all of the employees and the impact the new holiday arrangements would have on the Council budget.

**RESOLVED:** To accept the new staff contracts in principle but to defer the decision to agree to these until alternative options in respect of bank holiday leave entitlements could be explored given the impact that it would have on the budget.

The meeting was closed at 11.05 am

Chairman