



16th February 2026

Dear Councillor,

Notice is hereby given that a meeting of the Staffing Committee will be held at Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe on Tuesday 3rd March at 6pm, when attendance is required.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Sarah Youngman'.

Sarah Youngman
Clerk to the Council

AGENDA

1. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
2. Declarations of Personal and Prejudicial Interest, if any.
3. To receive apologies for absence.
4. To consider for approval the reasons given for absence.
5. To approve the minutes of the meeting held on 02 December 2025 (enclosed).
6. New employee:
 - i. To agree a title for the new member of staff.
 - ii. To review and approve the draft job description (enclosed).
 - iii. To review and approve the draft job advertisement (enclosed)
 - iv. To agree a closing date for applications to be received.
 - v. To agree a date for interviews to be held.
 - vi. To agree members to carry out interviews.
7. Policies, to review and approve the following policies:
 - i. Annual Leave Policy (enclosed).
 - ii. Appraisal Policy (enclosed).
 - iii. Flexible Working Policy (enclosed).
 - iv. Grievance Policy (enclosed).
 - v. Recruitment and Selection Policy (enclosed).
8. Fire Safety Training
 - i. To consider the costs for Fire Safety Awareness Training for all members of staff (enclosed).
 - ii. To consider the costs for Fire Warden Training for the Building Manager and caretaking staff (enclosed).
9. Flexible Working Request
 - i. To consider the flexible working request received from the Deputy Clerk (enclosed).