



24th August 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 1st September 2026 at 6pm, when attendance is required.

Yours Sincerely

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 7th July 2026 and 30th July 2026 (enclosed).
6. To receive an update on the recruiting process for the Estates Maintenance officer.
 - i. To agree a date to shortlist candidates.
 - ii. To agree a date and time to carry out interviews for the position.
 - iii. To appoint members to carry out shortlisting and interviews.
7. To consider the request for training from the Community Clean up Champion:
 - i. First Aid at Work: 3-day course with British Red Cross at a cost of £359.00 plus VAT.
 - ii. Risk Assessment: 2-hour course online with High Speed Training at a cost of £31.00
8. Policies:
 - i. Compassionate Leave Policy (enclosed).
 - ii. Dignity at Work Policy (enclosed).
 - iii. Parental Bereavement Policy (enclosed).
 - iv. Menopause Policy (enclosed).
 - v. Sexual Harassment Policy (enclosed).
9. To discuss the presentation of staff and councillor organisational structures and agree any further actions required.
10. To agree a date and time for the next meeting.
11. To agree matters for discussion at the next meeting.