

QUEEN'S PARK COMMUNITY COUNCIL

To all Members of the **STAFFING SUB COMMITTEE** (Cllrs Fitzhugh, Hogben, Singhate and Sweeney (Chairman)) with copies to all other Councillors for information.

You are summoned to attend a meeting of the **Queen's Park STAFFING SUB COMMITTEE** on **Thursday 16th July 2015 at 12pm** to be held at **548 Harrow Road**

Mike Simpson - Director

Members of the public are welcome to attend our meetings and there is an opportunity for you to speak at agenda item No. 3

1. APOLOGIES FOR ABSENCE

2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

4. MINUTES

Minutes of the Policy and Resources Committee meeting held on 7th June 2015

To resolve that the minutes of the Staffing Sub Committee meeting held on 7th June 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

5. POLICY DOCUMENTS

To review the following policy documents:

Complaints code of practice & procedure
Member & employee protocol
Training policy
Sickness & absence policy
Disciplinary procedure
Scheme of delegation
Grievance procedure

6. USE OF COUNCIL OFFICE

To discuss use of the Council office by Councillors

7. OFFICER HOURS

To discuss the working hours of the current Director