**All Members of the Staffing Committee are summoned to attend a meeting on**

**Monday 26 July 2021 at 1pm in the Market Hall**

**AGENDA**

1. **Apologies for Absence** - To receive and approve apologies for absence.
2. **Pecuniary/Non-Pecuniary Interests** - Councillors to declare any Pecuniary or Non-Pecuniary Interests and consider any requests for dispensation.
3. **Staff Management Appraisal Scheme** – To discuss policy and procedures for staff management and appraisals.
4. **Succession planning –** To discuss ideas for succession planning.
5. **To consider a motion to exclude the public under the Public Bodies** (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted.
6. **Clerks Appraisal and Probation –** To receive a report on the Clerk’ appraisal and probation.



**Roz Barnett**

**Clerk to Saxmundham Town Council Date: 18.05.2021**

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