

2.

Abergele Town Council

AGENDA

A meeting of the Staffing Sub-Committee to be held on Monday 6th February 2017 at 5:30pm in Room 4, Council Offices, Llanddulas Road, Abergele.

1. **Attendance Register**
2. **Apologies for Absence**
3. **Declaration of Interest**
4. **Minutes**
- To receive, approve and sign the Confidential Minutes of the Staffing Sub-Committee held on the 11th January 2017
5. **To receive and consider the following items:**
 - a) To receive an update from the Clerk following the recent PDR for the following members of Staff:
 - (i) Deputy Town Clerk
 - (ii) Apprentice Clerical Assistant
 - b) To receive and consider the completion of the contracted sixth month probationary period for both members of staff
 - c) To receive and consider staffing options for 2017/18 and 2018/19
 - d) To receive, consider and amend the Town Council's Disciplinary Procedure
 - (i) ATC current document (CF1 page 1-3)
 - (ii) SLCC model document (CF1 page 4-9)