


QUEDGELEY TOWN COUNCIL

"Working with the community for the community"

01452 721 552
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STAFF COMMITTEE

A meeting of the Staffing Committee will be held in the Office at the Quedgeley Community Centre on Monday 6th January at 6.30pm.



Jacqueline Webster
Town Clerk & RFO

Dated: 24th December 2024

AGENDA

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety, and Human Rights.

1. **Apologies.**
To note apologies if any.
2. **Adoption of Staff Sub Committee Minutes**
Adoption of the Staff Sub Committee Minutes dated 3rd December 2024
attached
3. **Declarations of Interest**
To note any declarations of personal and/or prejudicial interests in relation to items on the agenda.

Public Bodies (Admission to Meetings) Act 1960. The Council will by resolution exclude the public from Items 4 – 6 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest.

4. To consider and agree the following structure:

- Mrs Aldridge to reduce days to 3 days per week from 01/04/2025
- To note the resignation from Mrs Hughes from 31st March 2025 and to consider and agree recruitment of administrator role, 25 hours per week, Mondays to Fridays – Salary Scale to be agreed.

5. Confirmation of Mrs Webster's absence from 22nd January 2025 for approximately 6 weeks due to medical reasons.

6. Staff pensions – to discuss

7. To agree 2025 meetings