MALTBY TOWN COUNCIL

Edward Dunn Memorial Hall,
Tickhill Road,
Maltby, S66 7NQ

Tel: 01709 814060
Email: admin@maltbytowncouncil.co.uk
Website: www.maltbytowncouncil.co.uk

Dated: 15 December 2022

NOTICE OF A MEETING

To Members of the Finance and Staffing Sub-Committee,

Notice is Hereby Given that an Extraordinary Meeting of Maltby Town Council's Finance and Staffing Sub-Committee will be held at the Edward Dunn Memorial Hall, Tickhill Road, Maltby on **Thursday 22nd December 2022 at 6.00pm** for the purpose of transacting the business set out in the attached agenda.

Signed: *Lynda Stables* **Signed:** *Andrew Laird*
Councillors Lynda Stables and Andrew Laird
Members of the Finance and Staffing Sub-Committee

Sub-Committee Membership	
Cllr Lynda Stables	Cllr Andrew Laird
Cllr Diann Fitzgibbons	

*The public have no statutory right of attendance to the sub-committee meeting

MALTBY TOWN COUNCIL

Extraordinary Finance and Staffing Sub-Committee – Thursday 22nd December 2022

AGENDA

1. **Sub-Committee Chair**
   To elect a sub-committee chair.

2. **Apologies for absence**
   To receive and approve apologies and reasons for absence.

3. **Declarations of Interests**
   Members are invited to declare disclosable pecuniary and other interests on items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

   Note: In accordance with the Standing orders: Unless a member has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter the item in which they have a disclosable pecuniary interest and may return to the meeting after it has considered the matter in which (s)he had the interest.

4. **Dispensations for Disclosable Pecuniary Interests**
   To receive notification of dispensations granted in respect of the items on the agenda. Dispensation requests shall be granted by the Proper Officer following guidance from the Council's dispensation policy.

5. **Exclusion of the Press and Public**
   To resolve the exclusion of the press and public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential or exempt information.

   Note: As this meeting will consider confidential matters or information about individuals, disclosure of which would breach the obligations of the council under the Data Protection Act; the press and public are not permitted to attend or participate.

6. **Terms of Reference**
   To note the terms of reference for the sub-committee. The terms of reference were delegated by the Finance and Staffing committee meeting held on the 22nd November 2022 (attached).

7. **Confidential Employment Matter**
   To receive details of a confidential employment matter and to resolve the next steps in accordance with the procedure set out in the Employee Handbook.

***A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a disclosable pecuniary interest (s.31(4) of the 2011Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).**

Finance and Staffing Sub-Committee

Terms of Reference

Delegated by the Finance and Staffing Committee meeting held on the 22nd November 2022 (minute reference FS 2022/77

Sub-Committee Terms of Reference:

1) The sub-committee be delegated authority to appoint a committee Chair from one of it's members and to implement the procedure as set out in the Employee Handbook relating to the employment matter under consideration and that Cllr Lynda Stables be authorised to seek HR advice from the councils HR advisor and be authorised to seek additional paid professional HR support using the councils HR company to ensure each step of the procedure is followed in accordance with the policy/procedure.