



**I HEREBY GIVE NOTICE OF A MEETING OF THE AYLSHAM TOWN COUNCIL STAFFING COMMITTEE AND SUMMONS ALL MEMBERS TO ATTEND. THE MEETING WILL BE HELD IN THE DRILL HALL ON THURSDAY 7<sup>th</sup> MAY 2026 at MIDDAY**

*Faye LeBon*

Town Clerk  
1<sup>st</sup> May 2026

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

**A G E N D A**

- 1. Election of Chairman**
- 2. To Receive Apologies for Absence**
- 3. To Receive any Declarations of Interest and Requests for Dispensation**
- 4. To Agree the Minutes from the Meeting of 19<sup>th</sup> March 2026 (1-2)**
- 5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 6. To Receive Employer Briefing on Unpaid Leave and Family Leave (3-11)**
- 7. Policy Review:**
  - a) Flexible Working and Predictable Terms Policy (12-22)
  - b) Maternity and Family Friendly Policy (23-38)
  - c) Homeworking Policy (39-43)
  - d) Right to work Policy (44-48)
  - e) Computers, Email and Internet Policy (49-55)
  - f) Neonatal Care Leave Policy (56-60)
- 8. Exclusion of the Press and Public**

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 9 in view of the confidential nature of the business to be transacted.
- 9. Recruitment**
  - a. To Shortlist Applications for Finance Manager and Deputy Clerk Role
  - b. To Agree Interview Method, Panel, Date and Time for Finance Manager and Deputy Clerk Role
  - c. To Shortlist Applications for Maintenance Assistant and Facilities Support Role

- d. To Agree Interview Method, Panel, Date and Time for Maintenance Assistant and Facilities Support Role

**10. To Note Items for Information or for Future Agenda**

**11. To Agree Date and Time of Next Meeting**