

AGENDA

28th December 2022

An EXTRAORDINARY MEETING of the **STAFFING COMMITTEE** will be held on Wednesday 4th January 2023 at 7.00pm in the Pavilion, Englefield Road and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards



Samantha Haywood
Locum Clerk/RFO to the Parish Council

1. APOLOGIES

MOTION: Committee to receive apologies and reasons for absence.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.

3. MINUTES OF THE PREVIOUS MEETING

MOTION: Committee to approve and sign the minutes of the Staffing Committee meeting held on 09.11.22.

4. OPEN MEETING

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

5. EXCLUSION OF PRESS AND PUBLIC

MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.

RECOMMENDATION: Agenda item 6, 7 and 8 to be considered under Standing Order 3D as a closed meeting.

6. CLERK RECRUITMENT

MOTION: Committee to approve a report received from the Locum Clerk detailing the Clerk recruitment process, and approval of the recommendations.

7. CLERK SUPPORT

MOTION: Committee to approve the extension of the Locum Clerk LGRC contract until the end of February 2023.

MOTION: Committee to approve the retention of LGRC for 2023 in order to provide any support required to the new Clerk.

8. CLERK EMPLOYMENT DOCUMENTATION

MOTION: Committee to consider and approve the Statement of Terms and Conditions template for the Clerk role.

MOTION: Committee to consider and approve the Job Offer Letter template for the Clerk role.

9. DATE OF NEXT MEETING

MOTION: Committee to consider and decide upon the date of the next meeting.

Members of the public and press are very welcome to attend