

South Willesborough and Newtown Community Council
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I hereby give you notice that a Meeting of the Staffing Committee will be held
at The Residents' Lounge, Baxendale Court on Friday 24th January 2020 at
1.00 pm.

All members of the Committee are summoned to attend for the purposes of
considering and resolving the business to be transacted at the meeting as set out
below.

Rob Woods

Clerk

16^h January 2020

AGENDA

1/20 Appointment of Chairman of the Committee

2/20 Apologies for absence and approval

3/20 Declarations of pecuniary, other significant or voluntary interest

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant dispensation has been granted by the Clerk)

(A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote).

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration.

- i. Updating of Declarations of Interest for the Code of Conduct
- ii. To note the granting of any requests for dispensations and the decision

4/20 To consider and agree, inter alia, the title, salary, reporting lines, job description and person specification for a new, Community Engagement position (Checklist and draft job description/person specification to follow)

5/20 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.

6/20 To conduct the Proper Officer's interim appraisal