

South Willlesborough and Newtown Community Council
www.swancc.org.uk

I hereby give you notice that a Meeting of the Staffing Committee will be held
by video conferencing on Wednesday 15th July 2020 at 10.00 am

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.

**The public may attend the meeting but should contact the Clerk by 9am on 15th July
2020 to receive joining instructions – e-mail clerk@swancc.org.uk or call 07765644629**

Rob Woods

Clerk
10th July 2020

AGENDA

11/20 Apologies for absence and approval

12/20 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 of 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

13/20 To agree the Minutes of the last Staffing committee meeting and sign (attached)

14/20 Clerk/RFO job share position - To consider and agree the following

- 14/20 a) The content and publication of job adverts
- 14/20 b) The job description/person specification inc salary range
- 14/20 c) The Contract of Employment
- 14/20 d) The Application form
- 14/20 e) The deadline for the return of application forms
- 14/20 f) The Interview panel
- 14/20 g) The Interview date, location and process in the light of Covid19 distancing
- 14/20 h) Any other matters not included above

Draft documents to follow

15/20 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.

16/20 To conduct the Proper officer's annual performance and salary review and make recommendations to Council (current spinal point listing attached)