**South Willesborough and Newtown Community Council**

[**www.swancc.org.uk**](http://www.swancc.org.uk)

**I hereby give you notice that a Meeting of the Staffing Committee will be held by video conferencing on Friday 23rd April 2021 at 11.00 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 10am on 23rd April 2021 to receive joining instructions – e-mail** **clerk@swancc.org.uk** **or call 07765644629**

**Rob Woods**

Clerk

**19th April 2021**

**AGENDA**

**1/21 Record attendance, apologies for absence and approval**

**2/21` 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**

**3/21 To agree the Minutes of the last Staffing committee meeting and sign**

**4/21 To receive a report of the Clerks with recommendations on job titles and descriptions**

**5/21 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.**

**6/21 To conduct an assessment of the job share Clerk’s probationary period**