

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

I hereby give you notice that a Meeting of the Staffing Committee will be held on Wednesday 3rd November 2021 at **12 Noon in the Residents Lounge, Baxendale Court**

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.

NOTES for Councillors and Members of the Public

Members of the public may attend this meeting

Face masks should be worn throughout the meeting unless exempt or when speaking

Councillors and Clerks will be encouraged to take a lateral flow test 48 hours before the meeting

Reports will be available on the website and at the meeting but can be requested in advance by contacting the Clerk on **01233 528933**

Rob Woods

Clerk

27th October 2021

AGENDA

7/21 Record attendance, apologies for absence and approval

8/21` 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

9/21 To agree the Minutes of the last Staffing committee meeting (April 21) and sign

10/21 To review the Clerks' current contracts of employment in the light of changes in job designations and Finance Committee decisions (FGP Committee Minute 69/21)

11/21 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.

12/21 To receive a report of the Clerks with recommendations on future staffing arrangements and agree

13/21 To conduct annual appraisals of the job share Clerks' performance