

**Notice of Staffing Committee meeting to be held on
Thursday 17th February 2022 at 3pm
In the Council Chamber, Diamond Jubilee Lodge**

AGENDA

- 1. Apologies and acceptance for absence**
- 2. Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in any item(s) on the agenda.
 - (b) (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – *Please contact the office should any item need clarification*)
 - (c) Clerk to report any written requests for dispensation in respect of items on this agenda.
- 3. To receive approval of minutes of the committee meeting held on 6th January 2022 from those members present at the meeting.**
- 4. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
- 5. Update on progress with the recruitment of a permanent Clerk**
- 6. Change to hours to be worked by Senior Administration Officer**
- 7. To agree timings/ documentation for the recruitment of a Grounds Person**
- 8. To agree timings/ documentation for caretaker recruitment**
- 9. Update on other Staffing matters**
- 10. Exchange of Information**
- 11. To confirm the date, time and venue of next meeting**

Russell Reeve Clerk to the Council

Dated 9th February 2022