

## **Notice of Staffing 10<sup>th</sup> February 2025 at 7pm**

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road  
Committee Members are summoned to attend for the purpose of transacting the following business.

### **The Openness of Local Government Bodies Regulations 2014**

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

## **AGENDA**

- 1. Apologies and acceptance for absence**
- 2. Declarations of Interest and Dispensations (1-3)**  
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.
- 3. To Approve the Staffing Committee Minutes of the Meeting held on 27<sup>th</sup> January 2025 (4-5)**
- 4. Public Participation**  
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
- 5. To Review Staff Handbook and Associated Staffing Policies (6-113)**
- 6. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 to 10 in view of the confidential and personal nature of the business to be transacted.**
- 7. To Receive Notification of Incident after Staff Member Leaving (114-115)**
- 8. Administration Vacancy (116)**
  - a) To Receive Update on Recruitment Process
  - b) To Agree Interview Panel
  - c) To Agree Date of Interviews
- 9. Clerk Vacancy (117-123)**
  - a) To Agree Job Description, Person Spec and SCP for Vacancy
  - b) To Agree Interim Arrangements
- 10. To Receive Update on Appraisal Process (124)**
- 11. Items for the Next Agenda**
- 12. To confirm the date, time and venue of next meeting**