

Notice of Staffing Committee Meeting – 24th September 2025 at 3:00pm

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**
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.
- 3. 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).
- 4. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 5 to 7 in view of the confidential and personal nature of the business to be transacted.**
- 5. To receive and consider minutes of meetings held on:**
 - (a) 20th August 2025
 - (b) 27th August 2025
 - (c) 3rd September 2025
- 6. To receive and consider outstanding issues for current vacancies and recruitment timetable/procedure:**
 - (a) To appoint 3 person panel for Groundsperson & Deputy Facilities Manager interviews.
 - (b) To confirm shortlisting procedure for both vacancies.
 - (c) To draft and confirm interview questions for both vacancies.
 - (d) To finalise arrangements in respect of GDPR and circulation of sensitive data.
 - (e) To receive update on number of applications received to date.
- 7. To receive an update on other on-going staffing matters as appropriate.**
- 8. To confirm the date, time and venue of next meeting**

Richard Bishop Locum clerk to the Council

Dated: 18th September 2025