

Notice of Staffing Committee Meeting – 11th November 2025 at 5:30pm

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.

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 24th September 2025.**
- 6. To receive and consider outstanding issues for current vacancies, recruitment timetable/procedure and subsequent appointment:**
 - (a) To retrospectively confirm appointment of 3 Staffing Committee members to serve on interviewing panel for the Parish Clerk on 17th, 20th and 24th October 2025.
 - (b) To receive report from Locum Clerk on appointment of Parish Clerk, confirmation of salary scale, receipt of references and start date of 5th January 2026.
 - (c) To receive report from Locum Clerk on appointment of Groundsperson & Deputy Facilities Manager, confirmation of salary scale, receipt of references and start date of 24th November 2025.
- 7. To receive an update on other on-going staffing matters as appropriate.**
 - (a) Current sick leave of Deputy Clerk and temporary cover.
 - (b) Progress report on Investigation of incident(s).
 - (c) Potential investigation/disciplinary.
- 8. To confirm the date, time and venue of next meeting**