



9<sup>th</sup> July 2024

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Monday, 15<sup>th</sup> July at 7.00 pm** for the purpose of transacting the following business.

Yours faithfully

*Lynn Clarke*

Lynn Clarke  
Clerk/RFO

## **AGENDA**

### **1. Apologies**

*To receive and approve apologies.*

### **2. Declarations of Interest**

- a) To receive disclosures of Pecuniary Interests;*
- b) To receive disclosure of Non-Registerable Pecuniary Interests;*
- c) To disclose the receipt of hospitality or gifts over the value of £10 and*
- d) To receive written requests for dispensations on items to be discussed at the meeting.*

***N.B:*** *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

*Standing Order 3e*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.*

### **3. To adopt the Minutes of the Staffing Committee Meeting held on the 20<sup>th</sup> June 2024.**

### **4. Matters arising – Information only.**

### **5. To receive notification of a resignation.**

### **6. To consider the creation of an office administrators position.**

### **7. To agree the costs of advertising positions within the Council office.**

### **8. To approve the job descriptions and set a deadline for applications.**

9. To agree a date for reviewing the applications.
10. To agree the interview process and a date for undertaking interview.
11. To agree who will sit on the interview panel.
12. To consider amendments to the Committees Standing Orders.

*Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.*

**This meeting has been advertised as a public meeting and as such could be filmed or recorded.**

**Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.**