

Castle Bromwich Parish Council

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NOTICE OF MEETING

The members of the **Staffing Committee** are summoned to an online meeting of the committee at 6.30pm on Tuesday 16th June 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/82894163891?pwd=bHRUZWplbk1RTWJpdFBTWjNhN0JvZz09>

Meeting ID: 828 9416 3891

Members of the press and public are cordially invited to attend. Anyone wishing to join the meeting should contact the Clerk in advance for the meeting password and the telephone number if joining by phone. Please be aware that due to the nature of the items on the agenda the meeting is likely to be closed to the public to allow for discussion of confidential business that would otherwise be prejudicial to the public interest.

The agenda includes at item 5 the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes. Members of the public are asked to submit their questions in advance via email to counciloffice@castlebromwichpc.gov.uk

Yvonne Smith

Yvonne Smith, 10/06/2020
Acting Clerk to the Council

AGENDA

- 1. Appointment of committee Chairman and welcome**
- 2. Apologies for absence, if any**
- 3. Declarations of pecuniary or other interests**
Members are reminded to declare any interest that relates to items on the agenda, particularly if the item relates to their entry on the Members' Register of Interests.
- 4. Dispensations.**
The meeting will consider any requests from a council member for a dispensation to be allowed to stay in the meeting and/or speak and/or vote with regard to any item in which they have declared an interest. Such requests must be submitted in writing to the Clerk before the meeting starts (email is acceptable).
- 5. Public Question Time**
Anyone attending this meeting who is not a parish councillor for Castle Bromwich PC may take the opportunity to speak and/or ask questions about items on this agenda and/or ask for issues to be considered at future meetings.

6. **To resolve to close the meeting to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters**
7. To establish a plan for appointing the new Clerk to the Council, to include:

Phase 1

- Recognition of the committee's temporary Terms of Reference (*see below)
- Awareness of staffing issues over the last 20 years and the lessons to be learned therefrom
- Awareness of differences amongst council members regarding the role of the Council Clerk
- Discussion of the general task list currently facing the council's administration team (separate pdf attachment) and review of existing job description
- Recommendation to the full council of the clerk's expected remit and appropriate pay scale

Phase 2

- Creation of the job description for the CBPC Clerk to the Council
- Creation of the job specification for the CBPC Clerk to the Council
- Identification of where to advertise the job and when and the likely cost

Phase 3

- Agree which members will sift through applications to identify suitable candidates for interview
- Establish interview dates and time
- Agree interview procedure and questions

8. To agree the date and time of next meeting of this committee

Members of Staffing Committee:
Cllrs Mrs A Ahmed Shaikh, Mrs P Allen, S Beechey, J MacDonald, K Shaw
The committee quorum is 3 members

*The committee's temporary Terms of Reference are as follows:

- Membership is five members of the parish council
- The quorum is three members.
- The committee's remit is to prepare everything required to appoint a new Clerk, to include a job description, person specification, pay scale, wording of advert, where to advertise, appointment of interview panel, questions and expectations etc. prior to recommendation to full council to take forward.