

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road
Castle Bromwich, Solihull, B36 9PB
Tel: 0121 747 6503

E-mail: counciloffice@castlebromwichpc.gov.uk

Website: www.castlebromwichpc.gov.uk



NOTICE OF MEETING

The members of the **Staffing Committee** are summoned to an online meeting of the committee at 6.30pm on Monday 22nd June 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/84939959404?pwd=bytLVEVLdDA4SC9lVmxXczRhbVNTUT09>

Meeting ID: 849 3995 9404

Members of the press and public are welcome to attend. Anyone wishing to join the meeting is asked to 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, 17/06/2020

Acting Clerk to the Council

AGENDA

- 1. Chairman's 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 member of the Staffing Committee 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. Previous Minutes**
To approve the minutes of the Staffing Committee meeting held 16/06/2020

7. 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, publicity of which would be prejudicial to the public interest.

The following to be agreed prior to recommendation to full council:

8. To confirm the Clerk's job description has been approved by Peninsula, along with the proposed job advert and application form
9. To undertake the job evaluation for the position of Clerk to the Council / Responsible Financial Officer (RFO) and establish the appropriate salary scale
10. To agree the paperwork that is to be issued to each applicant, including job description, information sheet on Castle Bromwich PC, person specification and application form.
11. To agree the job advert for the position of Clerk to the Council / RFO and where to advertise
12. To appoint members to review each application received and thereby the interview panel
13. To agree the interview process including format, questions, assessment criteria and relevant dates
14. To agree the date and time of next meeting of this committee

Members of Staffing Committee:
Cllrs J MacDonald (Committee Chairman), Mrs A Ahmed Shaikh,
Mrs P Allen, S Beechey, K Shaw

For reference, this 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.