

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 Wednesday 12th August 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/81520660093?pwd=N2J6RWJCOWNPMldBalpGeEJXaEV0dz09>

Meeting ID: 815 2066 0093 / Passcode: 759909

Members of the press and public are welcome to attend but will be asked to leave when the committee discusses items of a personal and confidential nature, publicity of which would 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, for up to a maximum of three minutes and subject to the Chairman's discretion. Members of the public are asked to submit their questions in advance via email to counciloffice@castlebromwichpc.gov.uk

Yvonne Smith

Yvonne Smith, 07/08/2020
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 committee 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 22/06/2020

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.
8. To review all applications received for the vacant position of Clerk to the Council / Responsible Financial Officer and identify which applicant to invite for interview.
9. To agree the format of interview and questions to be asked
10. To agree the members of the interview panel
11. To agree the date/s of interview, time and venue
12. To agree the reporting procedure
13. Date and time of next meeting of this committee

Members of Staffing Committee:
Cllrs J MacDonald (Committee Chairman), Mrs A Shaikh Ahmed,
Mrs P Allen, S Beechey + one vacancy
The committee quorum is 3 members

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.