

Notice of a Meeting of the Staffing Committee of Woodcote Parish Council

Wednesday 24th April 2024 at 20:00, The Function Room, Woodcote Village Hall

All Councillors who are member of the Committee are summoned to a Meeting of the Staffing Committee.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

NOTE: Whilst the public and press are welcome to attend the meeting, due to the nature of the business to be transacted, it is *likely* the committee will resolve to exclude the public and press prior to discussing the main items of business.

**Prior to the start of the meeting; Questions and comments from members of the public
(limited to 10 minutes in total)**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. Chair of the Committee

- 1.1. To elect a chair for the year ahead [LGA 1972 s15]
- 1.2. To receive the Chair's Acceptance of Office. [LGA 1972 s83(4)]

2. To receive apologies for absence. [LGA 1972 s85(1)]

3. Declarations of Interests [LA 2011 s31]

- 3.1. To receive declarations of interest for items on this agenda

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

- 3.2. To consider requests for Dispensations [LA 2011 s33]

4. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

5. To consider the performance of the Clerk & RFO, approve actions regarding their probationary period and approve any recommendations to the Council.

6. Review the contracted hours and approve any recommendations to the Council.

7. To approve secondary employment of the Clerk (contractually required).

8. Confirm the date and time of the next Committee Meeting.

9. To approve the minute of this meeting.