



**PUBLIC NOTICE OF MEETING
SUMMONS TO STAFFING COMMITTEE MEMBERS**

The meeting of the **Staffing Committee** will be held on **Thursday 6 October 2022, at 4pm** at **Guildhall, Load Street, Bewdley**

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting.

AGENDA

- S2122/481** To receive and note any Council Member's apology for absence
- S2122/482** Declarations of Interest: Councillors are reminded:-
- S2122/483** Dispensations
- S2122/484** To approve the previous minutes - 11 August 2022
- S2122/485** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.
- S2122/486** **Staffing**
- i) To approve advertisement of the Deputy Town Clerk Role.
 - ii) To approve circulation of job advertisement.
 - iii) To approve Job Description for the post of Deputy Town Clerk.
 - iv) To approve Person Specification for the post of Deputy Town Clerk.
 - v) To set a closing date and proposed interview date for the post of Deputy Town Clerk.
 - vi) To agree an interview format for the role of Deputy Town Clerk.
 - vii) To receive a report on the role of the Administrative Assistant post.
- S2122/487** **Date of Next Meeting**

Committee members: (5)
Cllr E Bourne, (West)
Cllr S Billett (Wrib)
Cllr C Edginton White (West)
Cllr P Harrison, (Wrib)
Cllr H Lacy (East)

Tracy Bodley, Town Clerk
30 September 2022