



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

The meeting of the **Staffing Committee** will be held on **Wednesday 7 June, at 4.30pm** 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

- S2122/520 Election of Chairman**
- S2122/521 Election of Vice Chairman**
- S2122/522 To receive and note any Council Member's apology for absence**
- S2122/523 Declarations of Interest: Councillors are reminded:-**
(i) To keep their Register of Interests updated.
(ii) To declare any Disclosable Pecuniary Interests on agenda items and their nature.
(iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) on agenda items and their nature.
Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- S2122/524 Dispensations**
To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.
- S2122/525 To Appoint Substitute Members – To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom they are acting.**
- S2122/526 To Approve Minutes of the Previous Meeting**
To approve adoption of the minutes of the staffing committee held on 9 March 2023.
- S2122/527 Selection of Panel Members – As directed by the Committee Terms of Reference at the first meeting of the municipal year**
i) Interview Panel – ToR state 2 committee members and the Town Clerk. Previously Cllrs Harrison and Bourne in their capacity of Chairman and Vic Chairman respectively.
ii) Review Panel – ToR state 3 committee members to form the review panel, should there be a need to conduct a disciplinary meeting. Previously Harrison, Bourne and Billett as committee members. Please

note that Cllr Billett cannot be appointed onto the review panel as current serving Mayor Cllr Billett is required to stand on the Appeals panel should there be a need for one.

- iii) Appeals Panel – ToR state 3 members form the appeals panel, one of which must be the Mayor and 2 other members independent of the review panel. Previously Cllrs Edginton White, Killingworth and R Stanczyszyn.

S2122/528 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.


S2122/529 Staffing

- i) To receive the annual appraisal summary of the Mayor's PA.
- ii) To note annual leave period of the Town Clerk 26 June – 7 July.
- iii) To approve making recommendation to Town Council of creating a budget area for staff overtime payments for events outside that of the current staff contract. For example, one off summer event held outside staff hours.

S2122/530 Date of Next Meeting

Committee members: (5)

Cllr E Bourne, (West)
Cllr J Byng (Wrib)
Cllr C Edginton White (West)
Cllr P Harrison, (Wrib)
Cllr H Lacy (East)


Tracy Bodley, Town Clerk
01 June 2023