

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

The meeting of the **Staffing Committee** will be held on **Thursday 2 November 2023 at 10am 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

- S2122/563** To receive and note any Council Member's apology for absence
- S2122/564** Declarations of Interest
- S2122/565** Dispensations
- S2122/566** **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.
- S2122/567** **To Approve Minutes of the Previous Meeting**
To approve adoption of the minutes of the staffing committee held on 2 October 2023.
- S2122/568** 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.
- S2122/569** **Staffing**
- i) To review completed application forms for the post of Civic and Administrative Assistant.
 - ii) To receive accompanying report on the role of Civic and Administrative Assistant.
- S2122/570** **Date of Next Meeting - Provisionally set as 16 November, proposed interview date from 10.30am and next Staffing Committee Meeting, 10am, Monday 20 November.**

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
27 October 2023