



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

The meeting of the **Staffing Committee** will be held on **Thursday 27 June 2024 at 11am** in the back meeting room of the **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

- S2122/579 Election of Chairman**
- S2122/580 Election of Vice Chairman**
- S2122/581 To receive and note any Council Member's apology for absence**
- S2122/582 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.
- S2122/583 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.
- S2122/584 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.**
- S2122/585 To Approve Minutes of the Previous Meeting - 20 November 2023.**
- S2122/586 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.
ii) Review Panel – ToR state 3 committee members to form the review panel, should there be a need to conduct a disciplinary meeting.
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.
- S2122/587 TO GIVE CONSIDERATION IN PROVIDING FLEXIBLTY TO COUNCILLORS REQUIRING LEAVE OF ABSENCE TO CARE FOR THEIR CHILDREN – Provision at Section 85 (1) Local Government Act 1972**

S2122/588 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.

S2122/589 Staffing

- i) To note leaving date of the Civic Administrative Assistant and receive update on filling the post through a recruitment agency.
- ii) To receive annual appraisal of the Deputy Town Clerk.
- iii) Other Staffing Matters

S2122/590 Date of Next Meeting - To be confirmed.

Committee members: (5)

Cllrs E Bourne,(West), C Billett (East), N Harper (Wrib), P Harrison, (Wrib) and L Stanczyszyn (West).



Tracy Bodley, Town Clerk
20 June 2024