

# HURST GREEN PARISH COUNCIL

**Chairman-** Graham Browne  
**Staffing Sub-Committee Chair-** Cllr. Susan Price

**Clerk-** Janet Ellis  
**RFO –** Anita Emery

## **STAFFING SUB- COMMITTEE MEETING**

You are summoned to a Staffing Sub-Committee meeting on Tuesday the 26<sup>th</sup> March 2024 in Hurst Green Village Hall Office at 7.00pm.

**Due to the confidential nature of the items to be discussed this meeting is not open to the public**

### **AGENDA**

- 1.0 **APOLOGIES**, *to receive apologies and approve reasons for absence.*
- 2.0 **DECLARATION OF INTERESTS**,  
*in accordance with the Members' Code of Conduct: to receive any disclosure by Members of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct*
- 2.1 **APPLICATIONS FOR DISPENSATION –** *to consider written requests from Members for dispensation and to consider the length of time the dispensation should be granted for i.e. as a one-off relating to a matter on this agenda, or ongoing for a set period and relating to any agenda within that period.*
- 3.0 **TERMS OF REFERENCE**  
Resolution to approve terms of Reference and recommendations to full council
- 4.0 **JOB DESCRIPTION**  
To review the NALC model Job Description and to recommend adoption to full council.
- 5.0 **RFO'S APPRAISAL**  
Appraisal and recommendations to full council
- 6.0 **CLERK'S APPRAISAL**  
Appraisal and recommendations to full council