

Icklesham Parish Council
Putting Governance in your hands

To: Members of the Staffing Committee

Copy: All Councillors.

Friday 31st July 2020

Dear Members,

The next Staffing Committee meeting will be held on Thursday 6th August 2020 at 7pm via zoom.
The agenda is below.

Yours sincerely

Anna Evett

Clerk

Agenda

Please note that members of the public will be excluded by resolution from confidential items concerning staff according to the Council's standing orders; this may be for the majority of the meeting.

1. Questions or comments from any members of the public present.
2. Apologies for absence.
3. Disclosure of interests.
4. To approve the minutes of the last committee meeting held on the 24th February 2020.
5. Resignation of the Clerk. To note the Clerk's resignation and agree the following:
 - a. Job description
 - b. Person specification including hours of work and location
 - c. Job advert (wording and advertisement)
 - d. Sift criteria and panel
 - e. Interview panel
 - f. Appointment process
6. Staffing Committee membership – the committee should have only five members – agree how to reach this number before the next meeting.
7. Consider any urgent matters.
8. Date of next meeting to be agreed.