



Clerk of the Council
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To: Members of the Staffing Committee
CC: Greenham Parish Councillors

Dear Sir/Madam,

YOU ARE HEREBY SUMMONED to a meeting of the Staffing Committee of Greenham Parish Council on **Friday 20th January 2017 at 3:00pm at Suite 23, Liberty House, Greenham Business Park.**

Yours faithfully,

C Austin

Acting Proper Officer

16th January 2017

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Apologies for Absence**
- 4. Declarations of Interest, Statements of Position and Dispensations**
To receive any Declarations of Interest and Statements of Position by Councillors .
- 5. Approval of Minutes of the last Meeting.**
- 6. Recruitment of new clerk**
 - a) **To note** the budget of up to £5,000 allocated by Council for the recruitment process.
 - b) **To evaluate** proposals received for HR support to the Council through the recruitment process and **to consider** next steps
 - c) **To consider** the draft Job Description and Person Specification for the new clerk
- 7. Recruitment of Locum Clerk**
 - a) **To note** progress made so far
 - b) **To consider** next steps
- 8. Payroll and other administrative matters**
 - a) **To consider** any outstanding payroll and other administrative staffing matters.

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman. You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.