



Clerk of the Council
Suite 23 Liberty House
Greenham Business Park
Greenham, Berkshire RG19 6HW

clerk@greenham.gov.uk
www.greenham.gov.uk

01635 564900

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 Monday 5th February 2018 at 7:30pm at Suite 23, Liberty House, Greenham Business Park.

Yours faithfully,

Philippa Harper

Clerk

31st January 2018

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest, Statements of Position and Dispensations**
To receive any Declarations of Interest and Statements of Position by Councillors .
3. **Approval of Minutes of the last Meeting.**
4. **Exclusion of press and public**
To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
5. **Support for the Clerk in Employment Matters**
 - a) **To note** that the Clerk has signed a Contract of Employment.
 - b) **To consider** recruiting to the vacant Deputy Clerk post as soon as possible
 - c) **To consider** other options for supporting the Clerk in her role
 - d) **To consider** arrangements for staff appraisals.
6. **Support for the Council in Employment Matters**
 - a) **To consider** options for retaining external HR services to assist the council with recruitment and other HR issues with a view to making a recommendation to Full Council.

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.

In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others.

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.