

Issue date: Wednesday 4th January 2017

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Mrs. Angie Hurren

Parish Clerk

19 New Buildings

Broadclyst

Exeter

EX5 3EX

To: all Members of Broadclyst Parish Council Staffing Committee www.broadclyst.org

STAFFING COMMITTEE MEETING

You are hereby summoned to attend a meeting of the **Broadclyst Parish Council Staffing Committee** which will be held at Clystnet Office, Exeter Airport Business Park on

Monday 9th January 2017 commencing at 14:00hrs.

AGENDA

Press and public are excluded due to the confidential nature of the business to be discussed in accordance with the Public Bodies (Admission to Meetings) Act 1960, s.1 (2) and the Local Government Act 1972, s.100(2)

The following business is to be transacted:

S17/01 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

S17/02 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

S17/03 CONFIDENTIAL ITEMS

To resolve that this meeting will be held under Part B conditions (exclusion of Press and Public) in accordance with Public Bodies (Admission to Meetings) Act 1960 as matters to be discussed are of a sensitive and confidential matter.

S17/04 COUNCIL REQUIREMENTS

- i. To receive the Clerks report and an external assessors report, both of which consider the current operational requirements of the Council. The Staffing Committee will discuss the staffing options proposed within these reports.
- ii. The total staff budget for 2017/18 has been set by Full Council at £138,502 (Minute ref 17/13 on 03.01.2017). The Staffing Committee to determine the optimum staff structure, rates of pay, and hours.

S17/05 ADVERT/JD/PERSON SPEC

- i. To discuss detail of the person spec and job description of any vacancy/vacancies which may arise as a result of the previous agenda items.
- ii. To discuss and resolve where to advertise and for how long; closing dates for applications and the first round of interview dates.

S17/06 CLOSE OF MEETING

To close the meeting

Dated this 4th day of January 2017

AMS Hurren

Angie Hurren (Mrs)
Member of Institute of Local Council Management

Broadclyst Parish Council Clerk

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.