

# Malvern Wells Parish Council

From the Locum Clerk – Kate Howe

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Notice is hereby given that a meeting of the **Staffing Committee** will be held on Wednesday 26<sup>th</sup> April 2023 at **Malvern Wells Village Hall Committee Room at 6:30 pm.**

## **Public participation**

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. The time allowed will be at the discretion of the Chairman.

## **Agenda**

1. To receive and consider Apologies for Absence.
2. Declarations of Interest
  - a) **Register of Interests: Councillors are reminded of the need to update their register of interests.**
  - b) **To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.**
  - c) **To declare any Other Disclosable Interests in items on the agenda and their nature.**
  - d) **To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011)**

*Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless a Dispensation has been requested/granted.*

*Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.*

3. To **consider and approve** the minutes of the previous Staffing Committee meeting held on June 22<sup>nd</sup> 2022.

## **4. Exclusion of the Public and Press**

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following items.

- a) It is recommended that the Staffing Committee **resolve** to exclude the public and press.

## **5. New Combined Clerk / RFO / Burial Ground Manager Post**

- a) To **approve** the draft Job Description for combined role at 34 hours per week (circulated).
- b) To **approve** the draft Person Specification for combined role (circulated).
- c) If approved, to **recommend** to Council agreed JD and PS be supplied to WALC (or WALC advised HR consultant) to assess SCP for newly combined role.
- d) To **agree** the recruitment process for new permanent Clerk and recommend to Council.