



The Greenfield Centre, Park Avenue, Winterbourne, South Gloucestershire BS36 1NJ
Tel: 01454 776922 Clerk: Sally Watkinson

To: P Kembery D Eldridge
 D Marriott S Hancock
 J Amos

29 November 2023

STAFFING COMMITTEE– 4 December 2023

A G E N D A Please take notice that there will be a meeting of the Staffing Committee on Monday 4 December 2023 not before **6.00pm**.

The Agenda is set out below.

Members are reminded that Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

1. Evacuation procedure
2. Apologies.
3. Declaration of Interests under the Localism Act 2011.
4. Evacuation procedure.
5. To agree the minutes of the meeting held on 13 November 2023.
6. To resolve that the following agenda items will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed.
7. To agree job advert for the recruitment of an Assistant Clerk.
8. To agree the job description for the Assistant Clerk.
9. To agree the remuneration for the Assistant Clerk.
10. To agree amended hours for the office cleaning operative.
11. To note any other items to be reported.

Yours Sincerely

Sally Watkinson
Clerk