



SANDGATE PARISH COUNCIL

PERSONNEL COMMITTEE MEETING

To be held on Monday 6th January 2014

At 6pm

Sandgate Council Library & Offices

James Morris Court

Sandgate High Street. Sandgate

AGENDA

Some items may be held in closed session

1. Apologies for absence

2. Declarations of Interest

Councillors present should disclose personal interests in any item on this agenda. A councillor with a personal interest must describe and give details of the interest. Unless the personal interest amounts to a prejudicial interest, he/she may participate fully in the meeting.

A prejudicial interest is one, which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice a councillor's judgement of the public interest. Anyone with a prejudicial interest must, unless an exception applies of a dispensation granted withdraw from the meeting room.

3. Minutes of the last meeting

That the minutes of the last meeting held be confirmed as a correct record and signed.

4. Current staffing requirements (up to March 2014)

5. New permanent post for a clerk's assistant - to make recommendation to take to Finance Committee, to include:

- Estimate of costs
- Job description & person specification – to agree outline and who draws it up
- Procedure for appointment: advertising, interviews, timelines etc

6. Review of clerk's contract and job description

7. Correspondence

8. Information - to bring any other matters to the attention of the committee

9. Date of the next meeting