



SANDGATE PARISH COUNCIL

PERSONNEL COMMITTEE MEETING

To be held on Wednesday 5th February 2014

At 2.30pm

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. New permanent post for a clerk's assistant – produce draft documents for taking to Finance Committee for approval:

- Contract
- Job description
- Person specification

5. Advertising the post -

- Procedure and time schedule, to include interview and start dates
- Wording of advertisement
- Placing of advertisement

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