

28 January 2022

Dear Councillor

You are summoned to attend a special meeting of the **STAFFING COMMITTEE** of Acton Community Council to be held remotely in accordance with The Local Government and Elections (Wales) Act 2021, on **THURSDAY next 3 FEBRUARY 2022 at 6:30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating will be recorded. To join the meeting please use this hyperlink: <https://us02web.zoom.us/j/86169946757?pwd=bkxYNFA5MTNOT2JXbTZFa0JidU41Zz09> or Meeting ID: 861 6994 6757 AND Passcode: 204914

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

2. DECLARATION OF INTERESTS:

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

3. EXCLUSION OF PRESS AND PUBLIC:

It is **recommended** that members of the press and public be excluded from the Meeting during consideration of the following items of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

4. CONFIRMATION OF MINUTES: To confirm the attached confidential minutes of the meeting of the Staffing Committee held on 7 December 2021 as considered by the Council at its remote meeting held on 14 December 2021.(Minute 101ii) refers)

5. INFORMATION FROM THE MINUTES - Minute 26 Appraisal Review: To note this Appraisal is to be arranged shortly.

- 6. TERMS OF REFERENCE: (FOR INFORMATION ONLY):** The Staffing Committee was appointed at the Annual Community Council meeting held on 18 May 2021; a copy of its Terms of Reference will be available at the meeting.

- 7. ADMINISTRATIVE ASSISTANT POSITION:** Further to Staffing Committee Minute No. 28, December 2021, the Committee should now proceed to conclude formulating a Job description/ person specification for this post and prepare a timetable to arrange for this post to be filled and report back to the Council at its meeting to be held on 15 February 2022. The draft working copy of the Person Specification and Job description prepared by Councillor Hardy was circulated to all members of the Committee on 13 December 2021 and any amendments/ comments were chased on 13 January 2022. For members convenience a copies of those documents are attached.

TO: MEMBERS OF THE STAFFING COMMITTEE: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy together with Councillors Caroline Bettley (Vice Chair of the Committee) ,Salli Edwards, Anne Evans, and Mike Pritchard.

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