

# ELLESMERE TOWN COUNCIL

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Date: 11<sup>th</sup> February 2020

To: Members of the Staffing & Governance Sub Committee

You are invited to attend a Meeting of the Staffing & Governance Sub Committee to be held on **Monday, 17<sup>th</sup> February 2020 at 10am** at Ellesmere Town Hall for the transaction of business as set out in the Agenda below.

Yours sincerely,

Joanne Butterworth  
Town Clerk & Responsible Finance Officer

## MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

THE FIRST 10 MINUTES OF THE MEETING WILL BE PUBLIC QUESTION TIME WHICH IS AN OPPORTUNITY FOR THE PUBLIC PRESENT TO SPEAK ON ANY ITEMS ON THE AGENDA OR ANY OTHER CONCERNS THEY WOULD LIKE TO BRING BEFORE THE TOWN COUNCIL.

## AGENDA

1. To receive apologies and reason for absence.
2. Disclosure of Personal and Prejudicial Interest. To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
3. Grant Dispensations. In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted.
4. Minutes. To read and confirm the minutes of the meeting of the Sub-Committee held on 15th, January 2020 (attached).
5. Public Participation Session.
6. Date of Next Meeting – Friday 21<sup>st</sup> February, time to be confirmed following interview shortlisting.

7. Exclusion of Press and Public. To resolve “That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts”. Exempt Minutes will be kept.
8. Minutes. To read and confirm the exempt minutes of the meeting of the Sub-Committee held on 15th, January 2020 (to be tabled).
9. Assistant Clerk/Accounts Assistant Vacancy.
  - (a) To receive recommendations for shortlisted applicants for the vacancy of Assistant Clerk/Accounts Assistant.
  - (b) Agree an interview Panel.
  - (c) Agree interview process for interviews to be held on Friday 21<sup>st</sup> February starting from 9.30am.
10. Staff Spinal Column Points. To discuss.
11. Caretaking Assistant Probationary Review. To receive a report.
12. Staff Holidays and Lieu Time. To receive a report.