

**Councillors are hereby summoned to attend the  
STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL  
on Monday 23<sup>rd</sup> September 2024, to be held at Mary's Church Hall, 6:45pm**

**A G E N D A**

- 1. To Appoint a Chairman for the Staffing Committee for the year 24/25**
- 2. To Appoint a Vice Chairman for the Staffing Committee for the year 24/25**
- 3. Chairman's Welcome**
- 4. To confirm the minutes of the meeting held on Thursday 17<sup>th</sup> June 2024**
- 5. To Receive Apologies**
- 6. Declaration of Interests**
- 7. Public Participation Session, when members of the public may raise matters with Councillors**
- 8. To consider and adopt Staff Recruitment and selection policy and procedure, authorise any action and consider associated expenditure**
- 9. To consider and adopt Recruitment Privacy Statement, authorise any action and consider associated expenditure**
- 10. To consider and adopt Recruiting Safeguarding Statement, authorise any action and consider associated expenditure**
- 11. To agree the need to expand the staffing for the parish council, authorise any action and consider associated expenditure**
- 12. To agree a preferred option for parish council staffing levels, authorise any action and consider associated expenditure**
- 13. To agree the job title for the new role within the parish council, authorise any action and consider associated expenditure**
- 14. To agree a job description for the new role within the parish council, authorise any action and consider associated expenditure**
- 15. To agree the person specification for the new role within the parish council, authorise any action and consider associated expenditure**
- 16. To agree the pay scale for the new role within the parish council, authorise any action and consider associated expenditure**
- 17. To approve the advertising of the newly created role within the parish council, authorise any action and consider associated expenditure**
- 18. To agree a time scale for recruitment of new member of staff, authorise any action and consider associated expenditure**

**19.To note the impact of the employment of additional staff on the SCP of the Clerk,**  
authorise any action and consider associated expenditure

**20.To agree the date of the next meeting,** as required

**21. Close of Meeting**

Chairman - Councillor Mr S Goodwin

*L.B. Jose*  
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PORTREATH  
PARISH COUNCIL