



# Filey Town Council

Town Clerk ~ Mrs Gina Robinson

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23 February 2017

Dear Councillor

As a Member of the **Staffing Committee** **YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the **STAFFING COMMITTEE** to be held on **THURSDAY 2 MARCH 2017 at 10.00am** in the Filey Town Council Offices, Committee Room, 52A Queen Street Offices, Filey.

Yours faithfully

Gina Robinson  
Town Clerk

## AGENDA

1. **NOTICE OF MEETING** – Public Notice of the meeting has been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972
2. **APOLOGIES**
  - a) to note any apologies for absence
  - b) to receive reasons for absence for acceptance thereon
3. **DECLARATIONS OF INTEREST** – Members are reminded of the need to consider whether they have a disclosable pecuniary interest or personal interest (as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct) to declare in any of the items on this agenda.
4. **EXCLUSION OF PRESS AND PUBLIC**  
**RESOLVED** that under the **Public Bodies (Admission to Meetings) Act 1960**, members of the press and public are excluded for the following item(s) of business in view of the confidential nature of engagement and terms of service of employees.
5. **RECRUITMENT AND SELECTION – TOWN CLERK/RFO**
  - a) to draw up a recruitment and selection policy (copy to be circulated at the meeting)
  - b) to review job description for the Town Clerk/RFO (copy herewith)
  - c) to review person specification for the Town Clerk/RFO vacancy (copy to be circulated at the meeting)
  - d) to receive and approve draft advertisement for the position of Town Clerk/RFO and to agree where this will be advertised (copy to be circulated at the meeting)
  - e) to agree schedule and format for interviewing process (copy to be circulated at the meeting)
  - f) to consider training for members in interviewing techniques
6. **STAFF UPDATE** – to receive any information from the Clerk.

### **Members of the Staffing Committee**

**Town Mayor, Cllr S Bosomworth (ex-officio) – (current Chairman)**

**Cllr J Meek, (current Vice Chairman)**

**Cllr D Glanvill, Cllr R Horley, Cllr J Thurston, Cllr J Shackleton**