

Kenilworth Town Council

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6 March 2024



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **STAFFING COMMITTEE MEETING** will be held in the Council Chamber at Jubilee House, on **TUESDAY 12 MARCH 2024, at 4.00pm**, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'Michael', written over a horizontal line.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form circulated with the attendance register, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members of the Committee to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.

3. MINUTES

To receive the minutes of the Staffing Committee held on 22 February 2024 (Copy attached at Enclosure 1)

4. EXCLUSION OF PRESS AND PUBLIC

To consider making the following resolution:

“That in view of the confidential nature of the business about to be considered (confidential staffing matters), the press and public are excluded from the Meeting, pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960”.

5. PENSION PROVISION

To discuss the current situation.

6. UPDATES ON JOB DESCRIPTIONS AND CONTRACTS

To receive an update regarding job descriptions and contracts.

7. NEXT MEETING

To set a date for any additional meetings required.