

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, W Jackson (Chair), C Osborne, P Sharman and S Sutton
c.c. J Ivanciu- Wilkinson, L Ivanciu-Wilkinson, T Knagg, R Lock, M Pettitt, M Scott, and N Thompson

You are hereby summoned to attend an Extraordinary meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 25th July 2022 commencing at 8.30pm.



Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
20th July 2022

A G E N D A

1 Apologies for Absence

2 Declarations of Interest

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 4th July 2022 and to approve them as a correct record of proceedings.

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4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

5 COMMITTEE IN PRIVATE SESSION RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

6 Recruitment of Deputy Clerk

To receive and note recruitment pack for new Deputy Clerk role and agree recruitment timescale.

Pack includes:

- 1) Recruitment information
- 2) Job Advert
- 3) Job Description
- 4) Personal Specification
- 5) Key Terms and Conditions of Employment
- 6) Application Process
- 7) Job Application Form

Confidential

Appendix I
Appendix II
Appendix III
Appendix IV
Appendix V
Appendix VI
Appendix VII

7 Chairmans items

8 Date of next meeting 26th September 2022