

PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH

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10th November 2021

To members of the Staffing Committee

You are hereby summoned to attend a Staffing Committee Meeting of Probus Parish Council on Thursday 18th November 2021 commencing at 2pm for the purpose of transacting the following business.

...A Kendall..... A Kendall

Clerk to the Council.

It is the Parish Council's intention to exclude press & public due to the confidential nature of the business to be discussed.

1. Apologies for Absence.
2. Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items) & to consider & resolve Dispensation requests (if any).
3. To consider and resolve to exclude press & public due to the confidential nature of the business to be discussed.
4. To consider and approve minutes of the 21st June 2021.
5. Matters Arising, if any.
6. To consider applications received and shortlist using CALC grid individually, against person spec. scores added up and ranked accordingly. To note, to be shortlisted all Essential Criteria must be met.
7. To amalgamate the scores and resolve shortlisted candidates.
8. Panel members to be appointed by the Staffing Committee, should be representative of the Council.
9. To consider and resolve actions to be taken on interview day, to include questions to be asked, with no overlap of questions. To consider the example interview questions from CALC. Members to have a scoring sheet to score the answers, to ensure there is a paper trail this was conducted lawfully.
10. To consider and resolve to hold Staffing Committee meeting following the interviews to resolve the Conditional Appointment.