



# CAWTHORNE PARISH COUNCIL

349 Barnsley Road, Hoylandswaine, Sheffield S36 7HD  
Clerk and Finance Officer: Mrs S M Bashforth

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You are respectfully summoned to a meeting of **the Staffing Committee** of Cawthorne Parish Council to be held on **Thursday 11<sup>th</sup> January** at **7.30pm** in the **Moxon Room**, Cawthorne Village Hall, Tivydale, S75 4EH

S M Bashforth  
Clerk to the Council  
Dated 2/1/2024

## AGENDA

1. To appoint a chairman for the committee for the year 2023/24
2. To resolve to accept any reason for absence.
3. To receive any declarations of Pecuniary or Non-Pecuniary Interests from Members in respect to any items on this agenda.
4. To consider Terms of Reference for this committee to be recommended to Full Council
5. To establish a Recruitment and Selection Policy for recommendation to Full Council
6. To compile a job description for the role of Clerk and Finance Officer
7. To consider the number of hours of work for the Clerk
8. To establish a starting salary for a Clerk on the The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms.
9. To establish remunerations for the Clerk
10. To produce a contract of employment.
11. To produce a job advertisement for the role of Clerk and Finance Officer
12. To set out a timetable for the recruitment of a new Clerk to start on 1<sup>st</sup> June 2024
13. To set a date for the current Clerk's Exit interview
14. To set the date of the next meeting

