



PULBOROUGH PARISH COUNCIL
Working together for a better future

To Members of the Finance & Policy Staffing Sub-Committee:

You are hereby SUMMONED to a meeting of the Finance & Policy Staffing Sub-Committee to be held in the Parish Office at Pulborough Village Hall on **Tuesday 19th April 2022 at 10.30am.**

Public and press do not have a statutory right to attend this meeting and are excluded due to the confidential nature of the business to be transacted.

Heather Knight
Clerk
01798 873532 clerk@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 14th April 2022

AGENDA

- 1. Election of Chairman of the Sub-Committee**
- 2. Election of Vice Chairman of the Sub-Committee**
- 3. Apologies for Absence**
To receive and approve apologies for absence.
- 4. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 5. Staff Vacancy**
To note vacancy of Deputy Clerk position and consider recruitment process of replacement employee, and any financial implications; To include:-
 - Approval to replace
 - Appointment of recruitment panel
 - Job title and pay scale/financial aspects (Assistant Clerk or Deputy Clerk) *(examples attached)*
 - Job description / person specification
 - Advertising and timescales, including whether to use WSALC to advertise (free) or assist in recruitment process (charged)
- 6. Clerk's hours of work**
Dependent on decisions taken under previous item 5, to consider changes to the hours of work of the Clerk to the Council.