

## QUEEN'S PARK COMMUNITY COUNCIL

To all Members of the **STAFFING SUB COMMITTEE** (Cllrs Fitzhugh, Hogben, Singhate and Sweeney) with copies to all other Councillors for information.

You are summoned to attend a meeting of the **Queen's Park STAFFING SUB COMMITTEE** on **Thursday 7<sup>th</sup> May 2015 at 12pm** to be held at **Office 1, Beethoven Centre, Third Avenue, London W10 4JL**

**Mike Simpson - Director**

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*Members of the public are welcome to attend our meetings and there is an opportunity for you to speak at agenda item No. 3*

**1. APOLOGIES FOR ABSENCE**

**2. DISCLOSURE OF INTERESTS**

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**3. PUBLIC PARTICIPATION**

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

**4. ELECTION OF CHAIRMAN**

To elect a Chairman for the Committee.

**5. PAY AND SALARY**

To discuss the working hours and pay of the current Director.

**6. JOB DESCRIPTION AND KEY STATUTORY DUTIES**

Confirmation of Director's job description and key statutory duties

**7. PENSION AND HOLIDAY**

To discuss the pension and holiday entitlement for the current Director.

**8. INTERNSHIP**

To confirm the appointment of an intern from Westminster Academy to work at the Council for one day a week until early July.