

Date: 7 November 2008

TO: All Members of the **Joint Staff Committee**
FOR ATTENDANCE

All Other Members of South Oxfordshire District
TO: Council and the Vale of White Horse District
Council
FOR INFORMATION

NOTICE OF A MEETING OF THE Joint Staff Committee

Dear Sir/Madam

Your attendance is requested at a meeting of the **Joint Staff Committee** to be held in the **Conference Room 1, Council offices, Abbey House, Abingdon** on **Monday, 17th November, 2008** at **1.00 pm**.

Yours faithfully

MARGARET REED
Head of Legal and Democratic Services

TERRY STOCK
Chief Executive

A Large print version of this agenda and any background papers referred to may be inspected by prior arrangement with Steven Corrigan, Democratic Services Manager (South Oxfordshire District Council) telephone 01491 823049, email steven.corrigan@southoxon.gov.uk or Carole Nicholl, Head of Democratic Services & Deputy Monitoring Officer (Vale of White Horse District Council) on telephone number (01235) 540305, email carole.nicholl@whitehorsedc.gov.uk.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let one of the Democratic Services Officer know before the meeting and they will do their best to meet your requirements.

A G E N D A

Open to the Public including the Press

1. Apologies and notification of substitutes

2. Declaration of Interest

3. Minutes, 28 August 2008

The minutes were previously circulated.

The Committee is asked to approve these as a correct record of the meeting.

4. Exclusion of the Public

To consider whether to exclude members of the press and public from the meeting for the following item(s) of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- (i) it/they involve(s) the likely disclosure of exempt information as defined in paragraph(s) 1, 3 and 4 of Part 1 of Schedule 12A of the Act, and
- (ii) for each item the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5. Job description and person specification for the posts of strategic director

Report to follow

Purpose: to discuss and agree the job description and person specification for the posts of strategic director.

6. Procedure for appointing the strategic directors and the recruitment timetable

Report to follow

Purpose: to discuss and agree the procedure produced by Rockpools for the appointment of the strategic directors and the recruitment timetable.

7. Terms and conditions of employment

Report to follow

Purpose: to discuss and agree the terms and conditions of employment for the posts of strategic director.

8. Release of information

Purpose: to decide how much detail to make public from the deliberations on the items above.