

Date: 6 January 2009

- TO: All Members of the **Joint Staff Committee**  
FOR ATTENDANCE –
- TO: All Other Members of South Oxfordshire District  
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 **Committee Room 1, Council Offices, South Oxfordshire District Council** on **Wednesday, 14th January, 2009** at **2.00 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](mailto: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](mailto: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, 16 December 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.

**ITEMS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

**5. Job description and person specification for the posts of shared heads of service**

Report to follow

**Purpose:** to discuss and agree the job descriptions and person specifications for the posts of shared heads of service.

**6. Procedure for appointing the shared heads of service and the recruitment timetable**

Report to follow

**Purpose:** to discuss and agree the procedure produced by Rockpools for the appointment of the shared heads of service 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 shared heads of service.

**8. Composition of interview panels**

Report to follow

**Purpose:** to discuss and agree the composition of the panels for the shared heads of service interviews.