



EMERSONS GREEN
TOWN COUNCIL

Westerleigh Road, Emersons Green, South Gloucestershire, BS16 7AN
Clerk: Kath MacConnachie Tel: 0117 3026989

18 September 2020

To Councillors: S Budd (Chair), C Johnson, R Nichols, D Somers & P Todd

Be pleased to take notice that a meeting of the **Personnel Committee** of Emersons Green Town Council will be held by Skype on **Thursday 24 September 6.15pm** (<https://join.skype.com/efdqSNIV4hZS>). Committee members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

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Kath MacConnachie, Town Clerk

A G E N D A

1. Apologies for absence

2. Declaration of Interests under the Localism Act 2011

3. Minutes of 13 February 2020

- To approve minutes
- To update on outstanding action points from these minutes

4. Pay, Recognition and Rewards Policy

- To consider the draft policy circulated in advance

5. To note the 2020/21 NALC pay scales for implementation from 1 April 2020

6. Terms of Reference

- To consider the Terms of Reference for the Personnel Committee and make recommendation for amendments to the Finance Committee/Full Council

7. Annual Appraisal for the Town Clerk & Responsible Finance Officer

- To elect a member to conduct the annual appraisal

8. Items to report from members

9. Date of next meeting: TBC