



EMERSONS GREEN

TOWN COUNCIL

Westerleigh Road, Emersons Green, South Gloucestershire, BS16 7AN

Clerk: Kath MacConnachie

Tel: 0117 3026989

2 September 2021

To Councillors: C Johnson (Chairman), R Nichols, D Somers, S Al Hassan and J Dowling

Be pleased to take notice that a meeting of the **Personnel Committee** of Emersons Green Town Council will be held at the Town Council offices on **Thursday 9 September 2021 at 6.00pm**. 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.

Kath MacConnachie, Town Clerk

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

AGENDA

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

1. **Apologies for absence**
2. **Declaration of Interests under the Localism Act 2011**
3. **Public participation** (not to exceed 5 minutes per person)
4. **Minutes of 1 April 2021**
 - To approve minutes
5. **Outstanding actions from the minutes of 1 April 2021**
6. **Arrangements for Town Clerk appraisal**
7. **To consider Town Clerk regularly work from home two days a week**
8. **Draft Staff Leave Policy**
 - To review the draft Staff Leave Policy
 - To formulate recommendation for Full Council
9. **Items to report from members**
10. **Date of next meeting: TBC (Spring 2022)**