



EMERSONS GREEN

TOWN COUNCIL

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

Clerk: Kath MacConnachie

Tel: 0117 3026989

2 March 2022

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 Monday **7 March 2022 at 6.30pm**. 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 9 September 2022**
 - To approve minutes
5. **Outstanding actions from the minutes of 9 September 2021**
6. **To make arrangement for the recruitment of replacement Town Clerk and Responsible Finance Officer**
 - Confirmation of job description and specification
 - Confirmation terms of employment for post (salary scale, annual leave etc)
 - Approval of advertisement wording
 - Methods of advertisement and approval of any associated costs
 - Selection of shortlisting and interview panel
 - Timetable for recruitment
 - To consider asking Full Council, at meeting on 10th March, to delegate authorisation to appoint to the Personnel Committee/interim Clerk (if one is in place)
 - Format of interview
7. **Interim arrangements for Clerk/RFO role cover**
 - To consider requirements
 - To consider and approve cover arrangements (and associated costs)

- 8. To note 2021/22 national pay award for implementation from 1 April 2021**
- 9. Items to report from members**
- 10. Date of next meeting: TBC**