



EMERSONS GREEN

TOWN COUNCIL

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

Clerk: Kath MacConnachie

Tel: 0117 3026989

26 March 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 by Skype on Thursday 1 April 2021 7.00pm**. 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.

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Kath MacConnachie, Town Clerk

Join Zoom Meeting

<https://zoom.us/j/97266431061>

Meeting ID: 972 6643 1061

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*This meeting will be recorded. The recording will be destroyed once the minutes of the meeting are approved.
If joining with a mobile device, please ensure you have downloaded the Zoom app in advance.*

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.

A G E N D A

1. **Apologies for absence**
2. **Declaration of Interests under the Localism Act 2011**
3. **Minutes of 18 September 2020**
 - To approve minutes
 - To update on outstanding action points from these minutes
4. **To pass a resolution to exclude members of the public and press for agenda item 5, due to the CONFIDENTIAL and SENSITIVE nature of the business to be transacted**
5. **Staff remuneration 2021/22**
 - To authorise staff annual pay and recognition awards in accordance with the provisions of the Pay, Rewards and Recognition Policy
6. **Job Descriptions for the Assistant Clerks**

7. Appraisal Policy

- To consider and approve the draft EGTC Appraisal Policy

8. Items to report from members

9. Date of next meeting: TBC