



Banwell Parish Council

Website: www.banwellparishcouncil.org.uk

E-mail: clerk@banwellparishcouncil.org.uk

Tel: (01934) 820442

Banwell Village Hall,
Westfield Road, Banwell.
North Somerset. BS24 0NJ

22nd September 2020

Dear Member,

You are summoned to attend a Meeting of the Employment Committee, to be held remotely (<https://us02web.zoom.us/j/83645552654?pwd=Lys3MFdvVWM0dkFObE8zQU9UOHREdz09>) on Monday 28th September 2020 at 7p.m.

Liz Shayler
Clerk to the council

AGENDA

1. Apologies for absence
2. To elect a Chair for 2020/21.
3. To elect a Vice-Chair for 2020/21.
4. Members' declarations of interest on any agenda item.
5. To approve as a correct record the minutes of the meeting of the Employment Committee held on the 2nd March 2020 (attached pages 1 - 3).
6. To agree hiring a Communications & Marketing Officer instead of an Administrative Assistant (page 4).
7. To agree an application pack including job description, person specification & application form (page 5 - 11).
8. To agree the timetable for the hiring of a new officer (page 12).
9. To note the increase to the Clerks Salary from the National Joint Council (page 13 - 15).
10. Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 6 & 7 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).
11. To undertake the Clerk's six-monthly appraisal (page 16 - 18).
12. To agree the date of the next meeting.

Members are reminded that the Committee 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 and Disorder, Health & Safety and Human Rights.