

Walton Parish Council

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Members of the public are cordially invited to attend and members of the Employment Committee are summoned to the **Employment Committee meeting** of Walton Parish Council to be held at St. John’s Community Church Hall, Old Chester Road, Higher Walton on Wednesday 16th October at 10.00am

Lara Jacob, Locum Clerk
Saturday 5 October 2024

## Agenda

# Election of Chair of the committee

**To elect** a Chair of the Committee.

# Apologies for absence

To receive and accept apologies for absence.

# Declarations of Interest

*Councillors are reminded of their responsibility to declare disposable pecuniary or non-pecuniary interests which they have on an y item on the agenda no later when the item is reached. Declarations are a personal matter for each member to decide and the decision to declare, or not, is the responsibility of the councillor.*

# Matters to be considered with the exclusion of the press and public

[using Public Bodies (Admission to Meetings) Act 1960 s. 2]

To consider if any items on the agenda should be considered in closed session because of the nature of the information to be disclosed, whether pertaining to an individual, a contract or legal advice.

# Public Participation

In accordance with Standing Orders, members of the public, which include councillors who are not members of this committee, and any visitors in attendance may address the meeting.

# Terms of Reference of the Committee

**To note** the Terms of Reference under which this committee operate, as adopted by the full council at its meeting on 5 September 2024

# Recruitment to Clerk Position

7.1 To review the Recruitment Policy and make recommendations on its adoption to full council.
7.2 To discuss the documentation related to the recruitment of the clerk position, being the job advertisement (to include a recommendation on salary scale), job description, accompanying person specification and method of application and to recommend these to full council.
7.3 To discuss the format and content of the contract of employment and recommend this to full council.
7.4 To discuss the timetable for the recruitment process, including where the job advertisement is to be placed, the closing date for applications and the likely date for interviews to take place and to recommend these to full council.

# Date and time of next meeting

The Committee will meet at a time and place to be advised three clear days before the date of the meeting.