

Frampton Cotterell Parish Council

**Clerk to the Council**

**The Brockeridge Centre**

**Woodend Road**

**Frampton Cotterell**

**Bristol**

**BS36 2LQ**

23rd November 2019

NOTICE of a Staffing CommitteeMeeting of **FRAMPTON COTTERELL PARISH COUNCIL** to be held on Thursday 28th November 2019at7.30pmat **The Brockeridge Centre**, Woodend Road, Frampton Cotterell, BS36 2LQ.

S Walters

Chair of Staffing Committee

# A G E N D A

1. To agree the Clerk for the meeting
2. Apologies for Absence
3. To approve the minutes of the Staffing Committee meetings held on 24th October 2019
4. **EXEMPT ITEMS**: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution:

Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1.

1. To receive a report on the HR contract review and agree actions
2. To discuss and agree to an extension of the Interim Clerk’s contract
3. To discuss and agree the interview process for the new Clerk’s recruitment to include:
   1. Members of the Interview Panel
   2. Assessment of applications received
   3. Interview date and times
   4. Questions and criteria for assessment
   5. Method of notifying applicants