



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking BS24 8AR
Telephone: 01934 820786 Email: clerk@lockingparishcouncil.co.uk

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council's – Human Resources Committee

Dear Councillor

You are summoned to a **Meeting of Locking Parish Council's Human Resources Committee**, to be held via ZOOM on **Thursday 18 February 2021** commencing at 7.00pm

Join the meeting:

<https://zoom.us/j/96812595300?pwd=aFNOMzRzOWNJenNwZ3B6TitTWHVhZz09>

Meeting ID: 968 1259 5300

Passcode: 167619

when the following business will be transacted:

Mrs Dawn Tremlett
Parish Council Clerk
11 February 2021

AGENDA

MATTERS FOR DECISION

- 1) To receive Apologies for absence and to approve reasons where appropriate.
- 2) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.

PUBLIC PARTICIPATION

- 3) To receive and hear any person who wishes to address the Committee
The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 2 minutes (to a maximum of 10 minutes total public participation at the Chairman's discretion).

MATTERS FOR DECISION

- 4) **Minutes of Meeting:** To confirm the Minutes of meeting held on 27 January 2021

PART 11

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

5) To receive and recommend to full council for adoption the following documents for the post of

Administrative Assistant:

- a) Job role/description
- b) Person Specification
- c) Application Form
- d) Contract of Employment
- e) Application and Selection Procedure
- f) Shortlisting Matrix
- g) Candidate Interview Form
- h) Offer Letter
- i) Job Advert
- j) Closing Date for Applicants
- k) Interview Panel and date for interviews

6) Agree date for next Meeting

Members are reminded that the 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 and Human Rights.