

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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23rd February 2021

Dear Councillors,

A Personnel Committee meeting has been arranged for Monday 1st March 2021 at 10.00 am via Zoom.

Yours sincerely,

V. Oliveri

Mrs. V. Oliveri
Parish Clerk

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and approve the minutes of the Personnel Sub-committee held on 27th January 2021.
4. Agree final amendments to Job Description.
5. Agree Final Draft Person Specification
6. Agree Final Draft Short List & Interview Checklist
7. Agree any Changes to Current Contract (Vanessa's attached, GAPTC Model attached and GAPTC Guidance attached)
8. Agree Interview Questions and Format.
9. Exit interview – Monday 1st March 2021 at 2.00 pm via Zoom.
10. Next Meeting – date to be confirmed.