

MABLETHORPE AND SUTTON TOWN COUNCIL

Mablethorpe Library and Community Access Point,
Stanley Avenue, Mablethorpe, LN12 1DP
Tel: 01507 613645

30th August 2022

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Personnel Committee of the Council to be held at the Mablethorpe Library and Community Access Point, Stanley Avenue, Mablethorpe **on Monday 5th September 2022 at 8.00 p.m.** (immediately following the meeting of the Planning Committee) at which the under mentioned business will be transacted.

Steve Fletcher

Mr S Fletcher
Town Clerk

A G E N D A

1. To appoint a Chairman for the ensuing year

Note: As Deputy Mayor, Cllr P Russell has nominated the Personnel Committee as his Chairmanship.

2. To appoint a Vice-Chairman for the ensuing year

3. Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Town Clerk prior to the meeting.

4. To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests

5. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: -

- a) To receive update from the Town Clerk in respect of:

- Administration Assistant vacancy
- applications received

- b) To agree:

- shortlisting of applicants
- date(s) for interview(s).

Attachments:

- Job description
- Person specification
- Notes for candidates
- Application form
- Equal opportunities monitoring form
- Avoiding discrimination during the recruitment process guidance