



## PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Harm Committee Chairman; Cllrs Finch, Garner, & Stewart

EPWORTH TOWN COUNCIL

**Thursday October 15th, 2020**

Cemetery Lodge  
Burnham Road  
Epworth

## COVID-19 NOTICE

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use Zoom to facilitate meetings.

North Lincolnshire  
DN9 1BY  
Tel: (01427) 872086

Join Zoom Meeting

<https://zoom.us/j/97090624327?pwd=eHdCM1JwTkFiMkI6bThMcXhWMnFjdz09>

Meeting ID: 970 9062 4327

Passcode: 384425

Dear Councillor,

**You are hereby summoned** to a meeting of the Personnel Committee of Epworth Town Council to be held remotely via “zoom” on Thursday **October 22nd, 2020 at 7pm**

Signed C Maguire *C Maguire* Clerk to the Council

*In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COMMITTEE MAY RESOLVE to exclude members of the press and public for the following agenda:*

### Agenda

- 1. To record** the names of members present.
- 2. To receive apologies** for absence
- 3. To receive Declarations of Interest by any member of the Committee** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).
- 4. To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 5. Assistant clerk:** to receive information on applicants (possible shortlisting based on criteria), resolve a timetable (date and times) for zoom interviews and nominate the interview panel (may include non-committee members) ; approve (amend) the interview assessment document, design and set a task to include zoom presentation, instruct clerk to arrange interviews (1/2 hour each via zoom over 2 evenings) .

*Encl: copy assessment sheet, applications, current pay scale & job description*

**To record** the closure of the meeting.

cm15.10.20

**NOTE: hard copy information is confidential and should be returned to the clerk for shredding post interviews.**

**Clerk: Caroline Maguire 01427 872086 answer phone**  
**Mobile: 077343 86628 9-5 Monday – Friday**  
**E-mail:clerk@epworthtowncouncil.com**



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Epworth  
Doncaster  
North Lincolnshire  
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