



Atherstone Town Council

Wednesday 27th November 2024

Dear Councillor,

You are hereby summoned to attend an extraordinary meeting of the Employment Committee of Atherstone Town Council to be held at **29 Mill Race View, Atherstone, CV9 3AR** at **6:00pm** on **Tuesday 3rd December 2024** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Chairman.

If you have any queries regarding this information, please do not hesitate to contact me.

S Bishop

Councillor Sara Bishop

Chair of the Council (De facto Chair of the Employment Committee)

AGENDA

As per Standing Orders 4 d) ix – xi, Atherstone Town Council has determined that its Employment Committee meetings shall be held in private with no members of the public present (minute ref. P10 05/2023)

The exclusion of the public and press from the Employment Committee meetings is in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed.

1. To elect a Chair of the Employment Committee

To elect a Chair of the Employment Committee for 2024/25

2. Apologies

To receive and approve reasons for absence.

3. Declarations of Interest

To receive Declarations of Interests and consider any grant of dispensations of which written notice has been received by the Clerk.

4. Minutes of the previous Employment Committee meeting

To approve the minutes of the previous Employment Committee meeting held on 4 /12/2023.

5. Appraisal of Deputy Clerk

To consider approval of appraisal of Deputy Clerk

6. Appraisal of Clerk

To consider approval of appraisal of Clerk

7. Job Evaluations

Update on job evaluation process carried out by WALC

8. Other Council employees

Employee contract and appraisal process

9. Appraisal Action Plan

To discuss next steps from appraisal process

10. Date of the next meeting

To set a date for the next Employment Committee meeting.