

Executive Officer: **Suzanne Walker**

Email: clerk@chelmsfordgardencommunitycouncil.gov.uk

Telephone **01376 331251**

Dear Councillors,

You are hereby summoned to attend a meeting of the Personnel Committee of Chelmsford Garden Community Council that will be held on **Thursday 23rd November 2023 at 5.30pm** at the Beaulieu Community Centre, 17 Centenary Way, Beaulieu Square, Chelmsford Essex for the purposes of transacting the following business

Yours Faithfully,

SUZANNE WALKER

Suzanne Walker

Executive Officer of the Chelmsford Garden Community Council

Dated 17th November 2023

Agenda of the Meeting of the Personnel Committee of Chelmsford Garden Community Council

- 23/PC.23.14: Apologies**
- 23/PC.23/15: To approve the minutes of the Personnel meeting held on 11th October 2023**
- 23/PC.23/16: Declarations of Interest**
- 23/PC.23/17: To pass a confidential resolution**
In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, to agree that the public be excluded and instructed to withdraw for the following agenda items
- 23/PC.23/18 To note the Executive Officer's pay increase as a result of the NJC increase in adopted pay scales.**
- 23/PC.23/19 To agree the arrangements for the recruitment of a second member of staff**
- 23/PC.23/19.1 To agree the documentation for the recruitment pack and arrangements for the advertising of the role.
- 23/PC.23/19.2 To agree the arrangements for the shortlisting of candidates and the organisation of interviews including who shall form the interview panel and the questions to be asked of candidates.
- 23/PC.23/19.3 To agree the timescale for the process