



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

Clerk email: parish.clerk@tockwith.gov.uk

Notice is hereby given that a meeting of TWWPC HR & Staffing Committee will be held at 6.30pm on Friday 4th October 2024 in the back room at Tockwith Village Hall, Marston Road, Tockwith, York YO26 7PR.

Members of the public and press are welcome to attend. The Council's protocol on public open forum can be found on the [policies and procedures page](#) at tockwith.gov.uk.

Recording is allowed at Parish Council meetings, please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, which can also be found on the [policies and procedures page](#) at tockwith.gov.uk.

26/09/2024

AGENDA

1.	<u>Apologies</u>
i	To note any apologies received
ii	To approve any reasons for absence submitted for consideration
2.	<u>To Note any Declarations of Interest:</u>
i.	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting
ii	To approve any dispensation requests received
3.	<u>Public Open Forum</u>
4.	<u>Vacancy for Clerk/RFO</u>
	Due to the confidential nature of the business to be discussed at this meeting, the press and public will be excluded from the next item (4) by virtue of Public (Admission to Meetings) Act 1960.
i	To consider applications for current vacancy of Clerk/RFO to TWWPC
ii.	To consider candidates to be shortlisted for interview
iii.	To consider PC members for the interview panel
iv.	To consider interview times and dates
v.	To consider interview questions
vi.	To consider the scoring matrix
vii	To consider the process for the approved candidate
viii.	To consider the Reference Checking Form
ix.	To consider the Clerk Offer Letter Template
x.	To consider the adoption of the NALC/SLCC contract of employment and its terms and conditions
5.	<u>The confirm the date and time for the next meeting of the HR/Staffing Committee</u>