



## Notice of Plaistow and Ifold Parish Council's HR Committee Meeting

To: All Members of the Parish Council's HR Committee

I hereby give you notice that a Meeting of Plaistow and Ifold Parish Council's HR Committee will be held on **Wednesday 29<sup>th</sup> November 2023** at **19:45 Kelsey Hall, Ifold**.

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. Members of the Press and Public are welcome to attend in person.

Dated 22<sup>nd</sup> November 2023

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

### Remote Access

To join this meeting remotely, please follow the link:

<https://us02web.zoom.us/j/82799567170?pwd=UUI2dDZUTGhsaXFIWFV4YnhBZE5pQT09>

**Meeting ID: 827 9956 7170**

Please email the Clerk for the password [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

## MEETING AGENDA

### BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<p><b>Apologies for absence &amp; housekeeping*</b></p> <p>Recommendation: - To receive apologies for absence &amp; housekeeping.</p> <p><i>*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the</i></p>	1 min

	<i>person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.</i>	
2.	<b>Disclosure of interests</b> Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council <a href="#">Code of Conduct</a> and the <a href="#">Localism Act 2011</a> , Chapter 7 ss.26 – 37 in relation to matters on the agenda.	2 mins
3.	<b>Process for shortlisting</b> Recommendation: - To receive and consider guidance from WSALC and agree upon the process for shortlisting candidates to be interviewed for the role of Clerk & RFO	20 mins
4.	<b>Exclusion of Press and Public</b> Recommendation: - To resolve to exclude the Press and Public from the meeting during the consideration of items 6 and 7, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.	1 min
5.	<b>Interview format and structure</b> Recommendation: - To consider and resolve upon the interview questions and format.	20 mins
6.	<b>Clerk's Exit Interview</b> Recommendation: - To consider and resolve to conduct an exit interview with the outgoing Clerk.	2 mins