

STOKE ST. MICHAEL PARISH COUNCIL

To: All Members of the Appointments Panel

You are hereby summoned to a Meeting of the **Appointment Panel of Stoke St Michael Parish Council** to be held on **Thursday 14 March 2019** in the **War Memorial Hall, Stoke St Michael** at **17.30 hrs.** when the following business will be discussed.

Vickie Watts
Acting Parish Clerk

Date: 8 March 2019

AGENDA

1. Election of Chair of the Appointments Panel
2. Apologies for Absence
3. Declarations of Interest
4. To consider and agree:
 - a] a draft job description
 - b] a draft public advertisement
 - c] an appropriate hourly rate
 - d] the hours of employment
 - e] in light of the resolution in c] and d] above to agree the annual salary
 - f] the advertising media in which to place the advertisement
 - g] the contract of employment
 - h] the person specification
 - i] the application form
 - j] the forms for use by the Appointment Panel for recording shortlisting and interviewing results and analysis of reasons for rejecting unsuccessful candidates

N.B. There will be no public session and no other business will be conducted at this meeting.