

OLD DENABY PARISH COUNCIL EXTRORDENARY MEETING

CHAIRMAN: cllr. Callan Tel: 07773077990

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24th January 2025

Dear Councillor,

You are summoned to an extraordinary meeting of Old Denaby Parish Council , to formalise our full process for recruitment of a new Clerk for the ODPC. To be held at 2.30pm on Friday 28th March 2025 at Cherry Tree House, Denaby Lane, Old Denaby, DN12 4LA.

A G E N D A

1. to agree who will take official minutes of this extraordinary meeting.
2. To receive apologies and consider acceptance of reasons for absence.
3. To consider the extent, if any, to which the public and press are to be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.
4. To familiarise all councillors with the decision and wording of vacancy job description and person specification.
5. To review already published locations and consider any other advertising and opportunities for dissemination clerk role vacancy
6. Agree who will make up the shortlisting and interview panel.
7. Set dates for shortlisting and applicant interviews
8. Agree upon a shortlisting criteria and scoring system
9. To agree upon interview questions and acceptable responses
10. To agree a set for reference checking
11. Consider and agree any other aspects of recruitment covered in “the good councillors guide to employment”, a copy of which is attached.