

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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6 June 2019

Dear Councillor,

Personnel Committee Meeting

You are hereby summoned to attend a Personnel Committee meeting to be held on **Tuesday 11 June 2019**, commencing at **2pm**, in the **Committee Room (60 Welton Road, Brough)**.

The agenda for the meeting is set out below.

Tom Clay
Town Clerk

Agenda

Committee Members: Cllr Brogden, Cllr Rowe, Cllr S. Muzaffar, Cllr S. Duckles and Cllr Luckraft.

No	Item
	<u>Procedural items</u>
1	Election of the Chairman Committee to elect a Chairman for the May 2019 to May 2020 municipal year.
2	Election of the Vice-Chairman Committee to elect a Vice-Chairman for the May 2019 to May 2020 municipal year.
3	Apologies Committee to note any apologies, the reason(s) given for absence and consider acceptance of them.

4	<p>Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest.</p>
5	<p>Minutes of the meeting held on 9 April 2019 Committee to consider approving the minutes as a true and proper record.</p>
<u>Business items</u>	
6	<p>Review of the recruitment process Committee to undertake a brief review of the recruitment process held earlier in the year for the Administrative Assistant post.</p> <p>Committee to note this is a review of the recruitment process only and not of the member of staff.</p>
7	<p>Training update Committee to note that the Administrative Assistant has booked onto and is partway through the ILCA course. Additionally the member of staff has also booked onto to a planning training course.</p> <p>A new councillor has booked onto the 'Being a good councillor' course and another member will attend a planning training course along with the Administrative Assistant.</p> <p>Several members and the Town Clerk have also attended a Town and Parish Council liaison meeting organised by the East Riding of Yorkshire Council.</p> <p>Committee to consider any other matters relating to training.</p>
8	<p>Appraisal Committee to consider arrangements for appraisals of Town Council staff.</p>
<u>Next meeting</u>	
9	<p>Items for inclusion on the next meeting agenda Members may use this opportunity to raise items for discussion at future Committee meetings.</p>
10	<p>Date and time of the next meeting Committee to confirm the time and date of the next ordinary meeting as 2pm on Tuesday 8 October 2019 to be held in the Committee Room, 60 Welton Road.</p>