

28 September 2017

To: Members of the Council

A meeting of the PERSONNEL COMMITTEE, Arlesey Town Council will be held in the Village Hall, High Street, Arlesey, on Tuesday 3 October 2017 following the Finance and General Purposes Committee.

The following committee members are hereby summoned to attend: Cllrs Auburn, Clark, Frost, Gravett, Holloway, Livermore, McGann, Page, Sarll and Ward

**Ms Susan Foulkes
Town Clerk**

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive declarations of interest from members
(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

3 PUBLIC PARTICIPATION

4 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Personnel Committee meeting held on 4 July 2017. *(attached)*

5 MATTERS ARISING

6 RESOURCE CENTRE MANAGER VACANCY

6.1 Members to approve Job Description and Personal Specification to enable commencement of recruitment process for Resource Centre Manager position. *(attached)*

6.2 Members to consider Salary Range for Resource Centre Manager role.

7 EMPLOYEE DRESS CODE

Members to consider draft Employee Dress Code to form the basis of future employee consultation. *(attached)*

8 REVIEW OF EXISTING PERSONNEL POLICIES

Members to review existing policies and consider proposed amendments.

a) Disciplinary Procedure – last adopted January 2011. *(attached)*

b) Staff Grievance Procedure – last adopted January 2011 *(attached)*

9 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING