

**30 November 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 5 December 2017 following the Finance and General Purposes Committee.**

**The following committee members are hereby summoned to attend:** Cllrs Gravett (Chairman), McGann (Vice Chair), Auburn, Clark, Frost, Holloway, Livermore, 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 3 October 2017. *(attached)*

**5     MATTERS ARISING**

**6     RESOURCE CENTRE MANAGER VACANCY**

Members to receive an update on recruitment of Resource Centre Manager position.

**7 TOWN COUNCIL ADMINISTRATIVE ASSISTANT MATERNITY COVER**

Members to approve the recruitment of a Temporary Administrative Assistant to provide Maternity Cover for a period of 40 weeks from Monday 8<sup>th</sup> January 2018 to Friday 12<sup>th</sup> October 2018 at NJC SP9 currently £7.991 per hour, NJC Terms & Conditions after qualifying period of 12 weeks, Pension arrangements subject to Auto Enrolment Legislation.

**8 BEDFORDSHIRE PENSION FUND – COST OF EARLY RETIREMENT**

Members to acknowledge notification of new early retirement factors resulting in a 40-50% increase in the strain costs. Calculation for early retirement benefits previously calculated will have therefore increased. *(attached)*

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