

1st November 2018

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 6th November 2018 following the Finance and General Purposes Committee.

The following committee members are hereby summoned to attend: Cllrs McGann (Chair), Livermore (Vice-Chair), Clark, Ferris, Page, Ward.

Mrs Janet Bailey
Deputy Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 2.1 To receive declarations of interest from councillors on items on the agenda.
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 2.3 To grant any requests for dispensation as appropriate.

3 PUBLIC PARTICIPATION

4 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Personnel Committee meeting held on 5th June 2018.

(attached)

5 MATTERS ARISING

6 RESOURCE CENTRE RELIEF STAFF APPRAISALS

Members to consider appropriateness of Relief staff appraisal process.

7 UPDATE ON TOWN CLERK RECRUITMENT

Members to receive an update on recruitment process.

8 RISK ASSESSMENT FOR LONE WORKERS

Members to consider draft Risk Assessment for Lone Workers as provided at the meeting.

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