

3rd January 2019

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 8th January 2019 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 and 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 UPDATE ON TOWN CLERK RECRUITMENT

Members to receive an update on recruitment process.

- 7 **Deputy Clerk Job Description** – Members to review Job Description previously created for Assistant Clerk role, to reflect added duties under job title Deputy Clerk following amendment to role effective 1st October 2018.

(attached)

8 RISK ASSESSMENT FOR LONE WORKERS

Members to consider Lone Workers policy and risk assessments for Town Council employees.

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