

**MELTHAM TOWN COUNCIL**

The Carlile Institute  
Huddersfield Road  
Meltham  
HD9 4AE

Ms M Chard  
Clerk to the Council

Dear Sir/Madam

You are hereby requested to attend a meeting of the Personnel Committee to be held in the **Edward Brook Room on the first floor of the Carlile Institute, Meltham on Monday 28 January 2019** commencing at **6.00 pm**.

**AGENDA**

**1. NOTICE OF MEETING.**

Public Notice of the Meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

**2. APOLOGIES FOR ABSENCE.**

To accept apologies for absence.

**3. DECLARATION OF INTEREST.**

To receive any declarations of interest

**4. ADMISSION TO THE PUBLIC**

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2)

**5. PERSONNEL ISSUES**

To consider various personnel issues and make recommendations to Council as appropriate including:

- Workloads, priorities and resourcing
- Use of technology
- Review hours worked / leave taken

Dated this 22nd day of January 2019.

Ms M Chard  
Clerk to the Council.