

**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 5 August 2019** commencing at **6.00 pm**.

**AGENDA**

- 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN**  
To elect a Chairman and Vice Chairman of the Personnel Committee in accordance with Standing Order No. 43.
- 2. 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.
- 3. 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).
- 4. APOLOGIES FOR ABSENCE.**  
To receive any apologies for absence.  
To consider Councillors reasons for absence
- 5. DECLARATIONS OF INTEREST.**  
To receive any declarations of interest.
- 6. PERSONNEL ISSUES**  
To consider various personnel issues and make recommendations to Council as appropriate including:
  - Workloads, priorities and resourcing
  - Arrangements for annual appraisal
  - Review hours worked / leave taken

Dated this 30th day of July 2019.

Ms M Chard  
Clerk to the Council.