

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 10 February 2020** 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
- To consider the appraisal undertaken by the Chair and to consider whether to approve the appraisal and report the outcome to the next Council meeting. The Chair and the Clerk are to sign the appraisal documentation.
- Closing office over Christmas period
- Review hours worked / leave taken

Dated this 4th day of February 2020.

Ms M Chard
Clerk to the Council.