



Mr M Brook
Town Clerk & RFO
Meltham Town Council
Carlile Institute
Meltham
HD9 4AE

Dear Councillor,

In accordance with Schedule 12 of the LGA 1972 Para 10 (2)(b) you are summoned to attend the Personnel and Councillor Development Committee meeting to be held at the Carlile Institute, Edward Brook suite **commencing at 5.00pm on the 22nd of July 2024.**

The business to be transacted is as detailed on the agenda hereunder: -

AGENDA

PUBLIC QUESTION TIME 5.00pm – 5.15pm

1. ELECTION OF CHAIRPERSON AND VICE.

1.1 To elect a Chair of the Personnel and Councillor Development Committee for the municipal year 2024 to 2025.

1.2 To elect a vice chair for the municipal year 2024 to 2025.

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 / REASONS FOR ABSENCE

4.1 To receive apologies of absence.

4.2 To consider Councillors reasons for absence.

5. DECLARATIONS OF INTEREST

To receive any declarations of interest on items on the agenda. **

**Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix A of the code of conduct or an interest under Appendix B of the code of conduct.

6. STAFFING

6.1 To discuss the Probation period of the Clerk.

6.2 To discuss the second appraisal of the Clerk.

6.3 To discuss some formal HR training for the Clerk.

6.4 To consider the review of the Advisor to the Council's contract.

6.5 To consider the Advisor to the Council's duties and tasks for the term of the contract.

6.6 To consider the purchase of suitable equipment, i.e. new laptop for the Advisor subject to the outcome of item 6.4

7. POLICIES

7.1 General discussion on HR policies, procedures and processes to get some direction in what areas require updating.

Dated this 16th of July 2024

M.A.Brook

Mark Brook

Town Clerk to the Council

*Members of the public and officers can attend this meeting remotely and the details to join the meeting via Teams are reproduced below: -

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTg1YWVmNzgtNzQwYS00OTAzLTk4MGItdMDYyYzU3NGY5Njlm%40thread.v2/0?context=%7b%22Tid%22%3a%226ea81637-0f87-4197-910b-4e9855b4d860%22%2c%22Oid%22%3a%227b3b8358-5b26-4d4a-ab9c-b4347851ad99%22%7d