



Ashington Town Council  
Town Hall, 65 Station Road  
Ashington  
Northumberland  
NE63 8RX

9<sup>th</sup> January 2024

**To all members of the Personnel Committee**

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE**, being held in the **Council Chamber, Town Hall, Ashington, NE63 8RX, on Tuesday 21<sup>st</sup> January 2025, at 6:00pm.**

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

A handwritten signature in black ink, appearing to read "Sarah Eden".

**Sarah Eden**  
**Executive Officer/RFO**

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*Members of the Committee; Chair, and Vice Chair of Council, Chair and Vice Chair of FGS Committee, Chair and Vice Chair of Climate Change & Environment Committee (6)*

**AGENDA**

**1. WELCOME BY THE CHAIR**

The Chair to open the meeting.

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. DISCLOSURE OF INTERESTS**

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

**4. DISPENSATIONS**

To receive and consider any dispensations.

**5. DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 12<sup>th</sup> NOVEMBER 2024**

To approve the minutes as a true record (enc)<sup>i</sup> *These minutes have been shared in draft in accordance with proper practice and are on the Council's website.*

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<https://www.facebook.com/ashingtontowncouncil>

<https://www.instagram.com/ashingtontc/>

## **6. EXECUTIVE OFFICER – FORMAL REVIEW**

To agree the details of a formal review for the Executive Officer.

## **7. PENSION AND FLEXIBLE RETIREMENT POLICY**

To consider the policy and agree to recommend to Full Council that the policy is adopted (enc)<sup>ii</sup>

## **8. PENSION DISCRETIONS POLICY**

To consider the policy and agree to recommend to Full Council that the policy is adopted (enc)<sup>iii</sup>

## **9. EXCLUSION OF PRESS AND PUBLIC**

Members are invited to consider passing the following resolution:

That the press and public be excluded from the meeting during consideration of the following items, permitted under Section 1 (2) LGA 1960, due to the confidential nature of the business being transacted.

## **10. FLEXIBLE RETIREMENT REQUEST**

To consider employee request for flexible retirement submitted and acknowledged, and agree a recommendation to Full Council, pending final approval of the above policies by Full Council (enc)<sup>iv</sup> (enc)<sup>v</sup>

## **11. STAFFING MATTERS**

To consider confidential matters and agree recommendation to Full Council (enc)<sup>vi</sup>, (enc)<sup>vii</sup>

## **ENCLOSURES**

Papers in red are strictly confidential.

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<sup>i</sup> Draft Minutes of the meeting held on 12<sup>th</sup> November 2024

<sup>ii</sup> Draft Pension & Flexible Retirement Policy

<sup>iii</sup> Draft Pension Discretions Policy

<sup>iv</sup> P&C Employee Request

<sup>v</sup> P&C Pension Fund Estimate

<sup>vi</sup> P&C Staffing Matter

<sup>vii</sup> P&C Staffing Mater