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17th October 2023

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 24th October 2023, 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.

Sarah Eden
Executive Officer/RFO

Members of the Committee; Chair, and Vice Chair of Council, Chair and Vice Chair of FGS Committee, Leader and Deputy Leader (6)

AGENDA

1. ELECTION OF CHAIR

In accordance with Standing Orders, to receive nominations for Chair of the Personnel Committee of Ashington Town Council, and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

2. ELECTION OF VICE-CHAIR

In accordance with Standing Orders, to receive nominations for Vice-Chair of the Personnel Committee of Ashington Town Council, and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

4. 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.

5. DISPENSATIONS

To receive and consider any dispensations.

6. DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 28TH APRIL 2023

To approve the minutes as a true record (enc)ⁱ *These minutes have been shared in draft in accordance with proper practice.*

7. 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.

8. RECRUITMENT

To receive recruitment information in relation to the new post for an Allotment Officer, and agree to progress in accordance with the remit of the committee, and any further agreement required of the Finance and General Services Committee (enc)ⁱⁱ

9. EMPLOYEE RESOURCING

To receive and consider the report, and agree actions regarding the recommendations therein, noting that budget decisions must be recommended and approved by the Finance and General Services Committee (to be tabled)

ENCLOSURES

ⁱ Draft Minutes of the meeting held on 28th April 2023

ⁱⁱ Draft Job Description and Person Specification