



Ashington Town Council
Town Hall, 65 Station Road
Ashington
Northumberland
NE63 8RX
Tel: (01670) 624521
Mobile: 07726954934

E-mail: sarah.eden@ashingtontowncouncil.gov.uk
Website: www.ashingtontowncouncil.gov.uk
<https://www.facebook.com/ashingtontowncouncil>
<https://www.instagram.com/ashingtontc/>

20th April 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 28th April 2023, at 2:15pm.**

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
Clerk to the Town Council

AGENDA

1. WELCOME BY THE CHAIR

Welcome by Cllr Lynne Grimshaw.

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 29th NOVEMBER 2022

To approve the minutes as a true record (enc)ⁱ

6. TOWN CLERK JOB TITLE

To consider the Job Title 'Town Clerk' be retitled 'Executive Officer' to better reflect the requirements of the role and a more modern Council (*placed on the agenda by Cllr John Tully*).

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 item, permitted under Part I of Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006) Act as the matter is confidential (1) Information relating to an individual.

8. RECRUITMENT

To receive the recommendations of the interview panel for selection and employment offer for the post of Administration Assistant, and to agree that the post should be offered to commence at the earliest opportunity (confidential proposal)ⁱⁱ

ENCLOSURES

ⁱ Draft Minutes of the meeting held on 29th November 2022

ⁱⁱ Confidential Proposal