



Ashington Town Council
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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 29th November at 4:00pm.**

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
Clerk to the Town Council

22nd November 2022

Members:

Cllr Marjorie Chambers, Cllr Matthew Cuthbert, Cllr Lynne Grimshaw, Cllr Lawrence Henderson, Cllr Mark Purvis, Cllr John Tully

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.

Members are also reminded that they need to regularly review their declarations of interest forms and ensure they remain up to date.

5. DISPENSATIONS

To receive and consider any dispensations.

6. DRAFT MINUTES OF COMMITTEE MEETING HELD ON 22ND FEBRUARY 2022

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

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. HOMEWORKING POLICY

To receive draft policy and agree to recommend consultation and adoption (enc)ⁱⁱ

9. OFFICER CODE OF CONDUCT

To receive draft policy and agree to recommend consultation and adoption (enc)ⁱⁱⁱ

10. TRAINING BUDGET

a) Member Training ILCA

To agree to recommend that the budget for member training includes a specific allocation so that each member can undertake 'Introduction to Local Council Administration' (ILCA) online training (enc)^{iv}

To agree to recommend that the budget for member training includes a specific allocation so that the Council take up two Civility and Respect-focused training events and toolkits, and a further two training sessions, delivered by Breakthrough Communications (enc)^v

b) Staff Training

To agree to recommend that the staff training budget is maintained and that approval of spending on training is delegated to the Clerk in consultation with Line Managers

11. EMPLOYEE RESOURCING

To receive and consider the Clerk's Report, and agree actions regarding the recommendations therein, noting that budget decisions can only be agreed by Full Council (enc)^{vi}

ENCLOSURES

ⁱ Draft Minutes of the meeting held on 22nd February 2022

ⁱⁱ Homeworking Policy

ⁱⁱⁱ Officer Code of Conduct

^{iv} ILCA Training Course

^v Breakthrough Training

^{vi} Confidential Employee Resourcing Report