



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a Personnel Committee meeting of the Stanley Town Council will be held on Tuesday, the 7th March 2017 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA.

TO ALL MEMBERS of THE PERSONNEL COMMITTEE

D Tully (Chair)
B Nair

D Walker
G Graham

J Charlton
R Harrison

C Bell
J Nicholson*

R Ferris
W Nixon*

*ex-officio

You are hereby summoned to attend a meeting of the **Personnel Committee of Stanley Town Council** to be held in **Stanley Civic Hall** on **Tuesday 7th March 2017 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
28th February 2017

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** any announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Personnel Committee Meeting held on 5th December 2016.

6 EXCLUSION OF PRESS AND PUBLIC*

***Any members recording the proceedings must stop at this point.**

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Justification for excluding the public and press from consideration of the following item: The consideration of staffing matters needs to be held in closed session to preserve the privacy of staff.

7 TOWN CLERK APPRAISAL

ATTACHMENT B	STC Appraisal Policy
ATTACHMENT C	STC Appraisal Form
ATTACHMENT D	Objectives set in April 2016 for review
ATTACHMENT E	Additional Council Decisions since March 2016
ATTACHMENT F	Matters for Consideration for 2017/18

The Town Clerk has provided the Committee

Committee is requested to:

- (i) **REVIEW** the Town Clerk's progress against the objectives agreed in April 2016 and subsequently; and
- (ii) **SET** Objectives for the Town Clerk for 2016/17 Financial year.

The Town Clerk has prepared a list of decisions of Council since the objectives were set which have affected work priorities. A list of current and emerging issues consideration when deciding on the Clerk's objectives for the next coming year has also been provided.

8 RECRUITMENT OF FINANCE OFFICER

The Town Clerk would like to progress the permanent recruitment to the position of Finance Officer, which at present has a member of staff in place on a temporary contract.

Committee is **REQUESTED** to:

- (i) Delegate to the Town Clerk **AUTHORITY** to advertise the position locally; and
- (ii) Nominate a task and finish panel to take the selection process forward.

9 DATE, TIME AND VENUE OF NEXT MEETING

TBC.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.