

**TEWKESBURY TOWN COUNCIL  
PERSONNEL COMMITTEE MEETING  
MONDAY 12<sup>TH</sup> MARCH 2018**

**To: Members of Personnel Committee:** Councillors C Danter (Chairman), P Aldridge, S Raywood and P Workman

You are summoned to attend a meeting of the Personnel Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, on **Monday 12th March 2018 commencing at 9.30am.**

**Members of the public and press are welcome to attend.**



Debbie Hill  
Town Clerk  
7<sup>th</sup> March 2018

**AGENDA**

1. To receive apologies
2. To receive declarations of Interests
3. To receive dispensations
4. To approve the minutes of the Personnel Committee meetings held on 20<sup>th</sup> February 2018
5. To note annual leave and training dates for 2018-19
6. To note the payment of back pay to May 2015 in respect of overtime for bank holidays worked by the Toilet Cleaner
7. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on this agenda
8. To receive an update on the T.U.P.E. transfer of Caretaking staff to the Town Council
9. To receive a report on the recent disciplinary process
10. To receive an update on current roles within the office
11. To agree to appoint a temporary Administration/Finance Officer
12. To discuss progress on the staffing restructure
13. To discuss the contract for a permanent Town Clerk and agree a proposal to Full Council