

**TEWKESBURY TOWN COUNCIL
PERSONNEL COMMITTEE MEETING
TUESDAY 15TH MAY 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 **15th May 2018 commencing at 9.00 am.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
10th May 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 meeting held on 9th May 2018
5. To agree the office staffing structure and to authorise the Town Clerk and Committee Chair to proceed with the recruitment process
6. To review the terms and conditions of the Personnel Committee and to agree a proposal to Full Council for the future structure of the committee
7. To discuss staffing cover and office opening hours.
8. 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
9. To receive a report on staffing matters from the Town Clerk
10. To review the facilities management staffing structure