

CROWBOROUGH TOWN COUNCIL

To all Members of the **PERSONNEL** Committee (with copies to all other Members for information).

You are summoned to attend a Meeting of the **PERSONNEL** Committee to be held at the Town Hall, The Broadway, Crowborough on Wednesday 6th July 2016 7.30 pm when it is proposed to transact the following business:

Locum Town Clerk
30th June 2016

ALL MEETINGS ARE OPEN TO THE PUBLIC

PLEASE NOTE THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
 - 3.1. Minutes of the meeting held on 10th May 2016
 - 3.2. Minutes of the meeting held on 17th May 2016
- 4. STAFFING MATTERS**
 - 4.1. National Salary Award 2016-2018 (to note)
 - 4.2. Locum Clerk and Project Manager
 - 4.3. Staff Review – report from John Furze (if report received)
 - 4.4. Recruitment of new clerk
 - 4.5. To review and agree the following documents:
 - 4.5.1. Job Description (attached)
 - 4.5.2. Person Specification (attached)
 - 4.5.3. Advertisement (attached)
 - 4.5.4. Crowborough information to accompany pack (attached)
 - 4.6. To agree where to place advertisement
 - 4.7. Recruitment of Operations/Project Manager (if John Furze report received)
- 5. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**