

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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18th April 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 24th APRIL 2024** commencing at **9.15a.m.** at **Hartley Library.**

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interests.

3. Minutes (WHITE)

To approve the minutes of the meeting of the Personnel Committee held on 27th September 2023, as a correct record. (Annexed).

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 4, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

4. Staff

(a) To review the position of Clerk's Assistant following completion of their 3 month fixed contract.

(b) Subject to (a) above, to consider a draft Contract of Employment for the position of Clerk's Assistant. (To follow).

(c) To consider arrangements for the staff appraisals due to be carried out in June.

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 27th September 2023. **(WHITE)**.