

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 08 APRIL 2024, QUEEN ELIZABETH HALL, 7pm**03.04.24 *Karen Elliott*, Clerk and Proper Officer**AGENDA****1 APOLOGIES**

- a) **RECEIVE** apologies for absence.
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest relating to the agenda.
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 PERSONNEL MATTERS - RESOLVE pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.

- a) Recruitment of permanent clerk - shortlist, invitation to interview, confirm date/time.
- b) **RESOLVE** to appoint a panel of 3 members with terms of reference to interview shortlisted candidates and report back with recommendations to the committee. Appointment offers to be decided by resolution of the committee.
- c) **CONSIDER** contract terms and conditions.

4 NEXT MEETING - to be confirmed Monday 29 April 2024, Queen Elizabeth hall, 7pm.
Close of meeting