

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 29 APRIL 2024, QUEEN ELIZABETH HALL, 6.30pm**

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 MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair*

- a) minutes of the meeting of the personnel committee held on 11 March 2024
- b) minutes of the meeting of the personnel committee held on 08 April 2024

**4 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 - **RECEIVE** interview panel report and **CONSIDER** recommendations.
- b) **RESOLVE** appointment offer to the post of permanent clerk subject to receipt of satisfactory references.
- c) **REVIEW** draft permanent contract.
- d) **CONSIDER** locum contract notice, additional hours, payroll and expenses.

**5 NEXT MEETING** - to be confirmed Monday 13 May 2024, Queen Elizabeth hall, 6pm.

Close of meeting