



Eastwood Town Council
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9th February 2022

To: Members of Eastwood Town Council Personnel Committee
Acting Chairman Cllr D. Bagshaw
Mayor & Deputy Mayor ex-officio Cllrs Mrs. S. Bagshaw & K. Woodhead
Councillors M. Radulovic & J. Foxhall; substitute Members Cllr R. Bullock, M. Seagrave.

You are hereby summoned to attend a **Personnel Committee Meeting** of Eastwood Town Council to be held in The Council Chamber at 120 Nottingham Rd, Eastwood, Notts, NG16 3NP on **Tuesday 15th February 2022** which will commence at **1.30 pm**.

Yours sincerely

Sheena Trower

Sheena Trower CiLCA
Town Clerk

Agenda

Eastwood Town Council Personnel Committee Meeting Tuesday 15th February 2022

Members are asked to sign the attendance book for the Meeting and complete the Declarations of Interest book (if appropriate).

1. **To Receive Apologies for Absence**
2. **Variation of Order of Business**
3. **Declarations of Members Interests**
 - (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
 - (b) Where a Member indicates that they have a Disclosable Pecuniary Interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking (if relevant).
 - (c) Members will be asked to confirm that the record is correct for Declarations of Interests for matters other than Disclosable Pecuniary Interests.
4. **Minutes of the Personnel Committee Meeting held 27th January 2022** as circulated.
5. **Exclusion of the Press and Public**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.
6. **Staff Matters:-**
 - a) **To consider job description, hours and conditions of employment for Financial & General Assistant to the Town Clerk**
 - b) **Eastwood Town Council Contract of Employment for endorsement**
 - c) **Eastwood Town Council Staff Handbook for review (as attached)**
 - d) **Update on Lone Working Procedures (Chairman)**
 - e) **Date of next meeting**