

Pocklington Town Council
Personnel Committee

Members of the Personnel Committee are summoned to attend a Personnel Committee meeting to be held at 6.00pm on Wednesday 24th July 2019 in The Old Courthouse, 37 George Street, Pocklington.

The committee comprises Chairman Cllr Madden and Cllrs Cooper, R. Hodgson and Pink. The press and public are excluded from the meeting due to the confidential nature of the business about to be transacted.

AGENDA

1. To accept apologies for absence.
2. Declarations of interest. To record declarations of interest by any member of the committee in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
3. To review actions from the last meeting.
4. To set a date for all staff to have read and discussed the Staff Handbook before attending a meeting with the Personnel Committee to discuss any amendments they feel are pertinent.
5. To set the first Open Forum date for all staff.
6. Staff Training. To discuss how courses are advertised to all staff and volunteers and how staff development is recorded.
7. To discuss the procedure for distributing Minutes of Personnel Committee meetings.
8. Date and time of next meeting

Claire Findlay
(Deputy Town Clerk)

Thursday 18th July 2019.