



WHITBY TOWN COUNCIL

PANNETT PARK - WHITBY - YO21 1RE

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21st February 2018

Dear Councillor

You are requested to attend a meeting of the **HUMAN RESOURCES COMMITTEE** to be held in the Pannett Art Gallery, Whitby on Tuesday 27th February 2018 in Pannett Art Gallery at 5.15 p.m.

Yours sincerely


Mrs P A Dobson
Town Clerk

To Councillors D Collins, Mrs H Coughlan, J Harston, Ms R Pearson, N Smith, S Smith and Mrs N Wilson

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

A G E N D A

1. **APOLOGIES**
To receive apologies for inability to attend.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION**
To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.
3. **PUBLIC PARTICIPATION SESSION:**
Up to 15 minutes to allow members of the public to ask questions, make statements or give evidence about business items on the agenda (limited to 3mins per person).
4. **MINUTES**
To approve as a correct record and if approved sign the minutes of the Human Resources Committee meetings held 17th January 2018 (previously circulated)
5. **EXCLUSION OF PRESS AND PUBLIC**
To consider a motion in the following terms:
'That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw
6. **JOB DESCRIPTIONS** – To receive draft job descriptions for Town Clerk/RFO, Deputy Town Clerk/Civic Officer, Pannett Art Gallery Curator for approval (copies herewith)
7. **STAFF DEVELOPMENT SESSIONS** – to receive verbal report on outcomes of review sessions.