



WHITBY TOWN COUNCIL

PANNETT PARK - WHITBY - YO21 1RE

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11th September 2019

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 17th September 2019 in Pannett Art Gallery at 5.30 p.m.

Yours sincerely


Mrs P A Dobson
Town Clerk

To Councillors Mrs H Coughlan, R Dalrymple, G Jackson, Ms R Pearson, Mrs L Wild, Mrs N Wilson and C Winspear.

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

AGENDA

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 4th June 2019 (previously circulated)
5. **REVIEW OF GOVERNANCE DOCUMENTS**
To review current documents and make recommendations on changes if required (copies herewith)
 - a) Disciplinary Procedure
 - b) Lone Working Policy
6. **APPRAISALS** – to report on timetable of staff appraisals.

7. 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.

8. SUCCESSION PLANNING TOWN CLERK 2020

To update members on timescale for the recruitment of a Town Clerk for 2020.