



NELSON TOWN COUNCIL

SUMMONS TO ATTEND A MEETING OF THE PERSONNEL COMMITTEE OF NELSON TOWN COUNCIL TO BE HELD AT UNITY WELLBEING CENTRE, ON TUESDAY 27th MARCH 2018 AT 7:00PM.



A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

3. MINUTES

To approve the Minutes of the meeting held on 6th December 2017.

4. DISCIPLINARY AND GRIEVANCE PROCEDURES

Members are asked to adopt the attached Disciplinary and Grievance Procedures.

5. HEALTH & SAFETY POLICY

Members are asked to adopt the attached Health & Safety Policy

6. EQUALITY POLICY

Members are asked to adopt the attached Equality Policy

7. RECRUITMENT PROCESS AND NEXT STEPS FOR THE POSITION OF TOWN CLERK

Members are asked to agree the process for recruitment to the Town Clerk position.

8. CATERING ASSISTANT INTERVIEW PANEL

Members are asked to agree an interview panel for the recruitment of a Catering Assistant, it is recommended that the panel includes the Chair of Unity WBC Management Committee and the Vice-Chair of Personnel. Full Council approved the Catering Co-ordinator is present in an advisory role.

9. DATE OF NEXT MEETING

The Date of next meeting shall be determined by the Chair as required.