HORNSEA TOWN COUNCIL

TOWN HALL, 75a NEWBEGIN, HORNSEA, EAST YORKSHIRE HU18 1PA

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 Joanna Richardson

 Clerk to the Council

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To the Hornsea Town Council Personnel Committee

12th October 2021

Ladies and Gentlemen,

You are hereby summoned to attend a meeting of the Hornsea Town Council Personnel Committee that will be held on Thursday 21st October 2021 in the Town Hall council chamber at 6.30pm to transact the business specified below.

Yours faithfully

J M Richardson

Clerk of the Council

**A G E N D A**

1. **Apologies for absence**

*In Pursuant to Section 1(2) of the Public* *Bodies (admissions to meetings) Act 1960 it is recommended that because of the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following matters*

1. **Approval of the Minutes of a meeting held on 16th September 2021**
2. **Assistant Town Clerk – i) to receive interview questions/scoring criteria**

**ii) pay scales – to receive advice from ERNLLCA**

**iii) probationary period – to receive advice from ERNLLCA**

**iv) short listing for interview**

1. **Appraisals – to receive forms**
2. **Draft Training Policy**
3. **Staff Training – Town Clerk to report**