

Dear Sir/Madam,

I am to inform you that a Meeting of the **PERSONNEL SUB-COMMITTEE** will be held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 9th MAY 2018**, commencing at **6.30 p.m.**

Yours faithfully,

Andrew Bailey

Town Clerk.

A G E N D A

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MEMBERS' DISPENSATIONS**

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable pecuniary interests – Section 33 of the 2011 Localism Act.

3. **DECLARATIONS OF INTEREST**

To notify of any items that appear in the agenda in which you may have an interest, including those that have previously been recorded in the Members Register of Interests.

4. **PUBLIC QUESTIONS**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

... 5. **MINUTES**

To confirm as a correct record the minutes of the meeting of the Personnel Sub-Committee held on the 21st March 2018.

... 6. **JOB DESCRIPTION AND PERSON SPECIFICATION – ROOM LEAD
(PRE-SCHOOL)**

To consider the attached report from the Town Clerk.

... 7. **JOB DESCRIPTION – CORPORATE AND POLICY OFFICER**

To consider the attached report from the Town Clerk.

MEMBERSHIP OF THE PERSONNEL SUB-COMMITTEE

Councillors M. Ashcoft, Jim Atkinson, Kathy Beetham, Bill Blenkinsopp, B.A. Clare, Mrs. M. Dalton, R.S. Fleming, Mrs. S. Haigh, B. Hall, Dave Hardaker, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw and Ken Robson.