06 December 2018

To Members of the Council

Dear Sir/Madam

A meeting of the **Staffing Committee** (Cllrs; Fenton, Harrison, Needham, Phillips, Trickett & Young) will be held in the Greenwood Room, The Town Hall, St George's Street, Hebden Bridge on **Wednesday 12th DECEMBER 2018** at **7:30 pm.**

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Jason Boom
Clerk to the Council

This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business.

AGENDA

PLEASE NOTE THE MEETING WILL BE HELD IN THE GREENWOOD ROOM.

1. Apologies for Absence and any substitutions

2. Members` Interests relating to agenda items for this meeting.

3. Matters arising from Minutes of Meeting held 3RD October 2018 not itemised on this Agenda

4. SAFETY AT WORK
To report on the procurement of personal safety alarms and the identification of appropriate Personal Safety Training and to decide on staff to attend the identified training.

5. APPRAISAL PROCESS
To receive verbal report from the Town Clerk on discussions regarding the appraisal process.

6. STAFFING ACTIONS TAKEN
To advise the committee of actions taken by the Town Clerk with regard to staffing arrangements since the last meeting of the committee (see notes).

7. STAFFING ISSUES REQUIRING ACTION AND 2019/20 BUDGET REQUEST
To consider and decide on staffing requests and recommendations from the Town Clerk (see notes and enclosed budget).

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Working for our Community