



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
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Emma James
Town Clerk

8th April 2019

Dear Councillor

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on **Monday 15th April 2019 at 6pm in the Committee Room**, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James
Town Clerk

AGENDA

Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.

Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Minutes** - to approve minutes of the meeting held on 4th February 2019

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

3. **Apprenticeship Contract** – To consider the draft employment contract agreement for the Horticultural and Landscape Apprentice and resolve a recommendation to the Policy & Resources Committee
4. **Review of Job Description** – To review the job description of a member of staff following the recent annual appraisal/development reviews and resolve a recommendation to the Policy & Resources Committee.
5. **Parks Staffing** – Clerk to report on staffing requirements for consideration and recommendation to the Policy & Resources Committee
6. **Staffing Matters** – To receive a report on staffing matters for noting, consideration and recommendation to the Policy & Resources Committee