



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

29th November 2021

You are summoned to attend a meeting of the Personnel Sub-Committee to be held on **Thursday 9th December 2021 at 2pm in the Council Chamber, Town Hall, Okehampton.**

Committee Membership consists of the following, other Members may attend but are unable to vote and are required to leave the meeting for confidential staffing related items of business:

Cllr Sanger (Chairman, P&R)	Cllr Tolley (Mayor)
Cllr Wood (Chairman, Property)	Cllr Ireland (Chairman, Planning)
Cllr Travers (Chairman, Parks)	

Yours faithfully

E James

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. **Election of Chairman** – To elect a Chairman for the Sub-Committee from the Committee members noting that it cannot be the Mayor.
2. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
3. **Minutes** - to approve minutes of the meeting held on 23rd November 2020

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.’

4. **Staffing Matters**

- 4.1 To consider a report from the Clerk in line with the resolution made by the Policy & Resources Committee on 15th November 2021, Minute Ref 475, in relation to a long-term solution to the Clerk’s workload.
- 4.2 To receive and consider a report from the Clerk in relation to a recent staff accident