



EVESHAM TOWN COUNCIL



PERSONNEL COMMITTEE

Notice is hereby given that a meeting of the **PERSONNEL COMMITTEE** will be held at **6.30pm** on **MONDAY 31 JULY 2023** to which you are hereby summoned for the transaction of the business specified below.

AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies for Absence**
4. **Declarations of Interest**
5. **Public Bodies (Admission to Meetings) Act 1960**
In accordance with Public Bodies Admission to Meetings Act - Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.
6. **Update on Staffing Matters**
Verbal Report by the Town Clerk
7. **To discuss the Administrative Assistant vacancy**
8. **To discuss the Town Council's HR Support Contract**
Verbal report by the Town Clerk
9. **Staffing Needs in the Office**
Report to follow
10. **Caretaking at the Town Hall**
Report to follow

Jo Adams
Town Clerk

Evesham Town Council
Unit 6 (Ground Floor)
Abbey Lane Court
Abbey Lane

Tel: 01386 565700

Worcestershire

WR11 4BY

The following Members are members of this Committee:

Cllr A Booth (Mayor) (ex officio), Cllr S Schaathun (Deputy Mayor) (ex officio), Cllr R Raphael, Cllr N Deacon, Cllr S Amor, Cllr C Smith, Cllr M Goodge

The agenda is also circulated electronically to all other Members of the Council for information only.

Admission of the Public and Media

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1. Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography