

City of Durham Parish Council

City of Durham Parish Council
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30 May 2019

Dear Councillor,

In accordance with the Local Government Act 1972 I hereby give you notice that a **MEETING** of the **PERSONNEL COMMITTEE** will be held in **OFFICE 2, CLAYPORT LIBRARY, 8 MILLENNIUM PLACE, DURHAM DH1 1WA ON 11TH JUNE 2019 AT 10:30AM** to transact the following business: -

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE-CHAIR**
- 3. TO RECEIVE ANY APOLOGIES FOR ABSENCE**
- 4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 5. PUBLIC PARTICIPATION**
- 6. TO APPROVE THE MINUTES OF THE LAST LICENSING COMMITTEE, HELD ON 19TH JUNE 2018**

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public were excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public were asked to leave the room.

- 7. STAFFING REVIEW FOLLOWING COMPLETION OF 6-MONTH PROBATIONARY PERIOD, TO INCLUDE:**
 - Verbal report following Clerk appraisal**
 - Consideration any actions arising from Clerk appraisal**
 - Consideration of Clerk employment contract**
 - Feedback from Parish Councillors on staffing performance**

And pursuant to the provisions of the above-named act, I Hereby Summon You to attend the said meeting.

Adam Shanley
Clerk to City of Durham Parish Council
<http://cityofdurham.parish.durham.gov.uk>

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Minutes of the Personnel Committee meeting held at 10:00am on Tuesday 19th June 2018 in Liberal Democrat Group Room, County Hall, Durham DH1 5UF.

1. Welcome and apologies for absence

Present: Cllr E Scott (Chair), Cllr R Cornwell, Cllr D Freeman, Cllr G Holland and Cllr C Reeves

Also present: Steve Ragg (Interim Clerk)

No apologies were received.

2. Public Participation

None received

3. Declaration of any interests in the following items.

None received

4. Arrangements for the Recruitment of clerk

Members discussed the arrangements necessary to start the recruitment and appointment process for the employment of the clerk to the council.

It was **agreed** that the Parish Council use the services of DCC's HR to provide the necessary advice for this process.

It was **agreed** to follow and adopt the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 produced by the National Association of Local Councils and the Society of Local Council Clerks.

There being no further business, the Chair thanked Members for their attendance and closed the meeting.

Signed,

Chair of the City of Durham Parish Council Personnel Committee.