Council Offices
Civic Hall Square
Shildon
Co. Durham

28th November, 2024

Dear Sir/Madam,

A Meeting of the HR Committee will be held at the Town Council Offices, Council Chamber, Civic Hall Square, Shildon, on Thursday, 5th December, 2024 following the Long Term Attendance Management Meeting and you are summoned to attend.

Yours faithfully

T A Bellas
Town Clerk

Agenda

1. **Apologies for Absence**

   To receive apologies for absence.

2. **Declarations of Interest**

   To notify of any items that appear on the agenda in which you may have a personal or prejudicial interest.

3. **Members' Dispensations**

   To consider written requests for dispensations from Members who have declared interests under Disclosable or Non-disclosable pecuniary interest - Section 33 of the 2011 Localism Act.

4. **Exclusion of Press and Public**

   That in accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council now excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public.

5. **HR Matters**

   To consider the following:

   1. Town Clerk – Job Advert
   2. Job Description
   3. Person Specification
   4. Main Terms and Conditions
   5. Candidate Information Pack

6. **Review of Office Structure and Job Evaluations**

   To consider the outcome of job evaluations and review of office structure.

   Distribution: Town Mayor, Deputy Town Mayor, Leader and Chair and Vice-Chair of Standing Committees