



**HAYLE TOWN COUNCIL  
PERSONNEL COMMITTEE MEETING**

**WEDNESDAY 15 NOVEMBER 2017**

6.45 p.m.

HAYLE COMMUNITY CENTRE, 58 QUEENSWAY, HAYLE, TR27 4NX

Dear Councillor

You are summoned to attend the Personnel Committee Meeting of Hayle Town Council, to be held at Hayle Community Centre, commencing at 7.30 p.m. on Thursday 12 January 2017. The following agenda will then be discussed

Eleanor Giggall  
Town Clerk  
9 November 2017

01736 755005  
(Office)

**AGENDA**

**PLEASE NOTE THAT IT WILL BE NECESSARY TO EXCLUDE THE PRESS AND THE PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS.**

- 1 TO RECEIVE APOLOGIES**
- 2 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 3 TO APPROVE THE NOTES OF THE PERSONNEL COMMITTEE 21 JANUARY 2017**
- 4 TO RECEIVE AN UPDATE ON THE CURRENT STAFFING CHANGES, LEVELS (CAPACITY) AND APPRAISALS**
- 5 TO CONSIDER AND REVIEW THE DRAFT ADVERT AND JOB DESCRIPTION FOR THE POST OF FINANCE OFFICER AND TO AGREE THE RECRUITMENT PROCESS**
- 6 TO CONSIDER AND AGREE THE RECRUITMENT PROCESS FOR THE POSITION OF ADMINISTRATIVE ASSISTANT AND RECEPTIONIST, IF REQUIRED**
- 7 TO CONFIRM THE RECRUITMENT TIMELINE AND CONFIRM INTERVIEW SCHEDULE FOR THE ABOVE POSITIONS, IF REQUIRED**
- 8 TO REVIEW THE SALARY SCALES, IN VIEW OF THE ADDITIONAL RESPONSIBILITIES, FOR THE POSITION OF ASSISTANT TOWN CLERK**

**NB The Personnel Committee comprises Councillors, Capper, Coad, Farrar, Polkinghorne, Rance and Wills**