

Our Ref: MD

27 November 2013

To: All Members of the Personnel Committee
(Councillors Bradbury (Committee Chairman), Campbell, Constable, Mrs Evans, Mrs Fisher and Isaacs)

Dear Councillor

PERSONNEL COMMITTEE

You are invited to attend a **Meeting of the Personnel Committee** at the **Town Council's office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood** on **Monday 02 December 2013 at 9.30 a.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive any declarations of interests and consider requests for dispensations.

3. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

4. MINUTES

To approve as a correct record the Confidential Minutes of a Meeting of the Personnel Committee held on 17 October 2013 (Minute Nos. 14 - 18) (**ENCLOSURE NO. 1**).

5. STAFFING MATTERS (ENCLOSURE NO. 2 – PINK)