



**The Bungalow
Woodhorn Road
Newbiggin by-the-sea
Northumberland NE64 6HG**

To: Members of the Personnel Committee
Councillors Hartley; Peden; Thompson

07 September 2017

Dear Councillor

You are requested to attend the meeting of the **PERSONNEL COMMITTEE** to be held at The Bungalow Woodhorn Road Newbiggin by-the-Sea on **Tuesday 12 September 2017** at 11:00am.

AGENDA - PART I

1. **Appointment of Chairperson**

2. **DECLARATION OF MEMBERS INTERESTS**

Members are invited to disclose any personal and/or prejudicial interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.

PART II

It is expected that matters included in this part of the Agenda will be dealt with in private. Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".

3. **EXCLUSION OF PRESS AND PUBLIC**

The Committee is invited to consider passing the following resolution:
That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A of the 1972 Act relating to personal and financial information.

4. **Short listing for interview – Deputy Town Clerk**

Yours faithfully

A handwritten signature in black ink, appearing to read "Dennis Earl", written over a horizontal line.

Dennis Earl
Town Clerk