



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

Hall Lane, Maghull,  
Merseyside L31 7BB

**Telephone: 0151 526 3705**

**Facsimile: 0151 520 0253**

**E-mail: info@maghull-tc.gov.uk**

**Web Site: maghull-tc.gov.uk**

**NOTICE IS HEREBY GIVEN that a meeting of the PERSONNEL COMMITTEE will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on WEDNESDAY 13<sup>th</sup> DECEMBER 2023**

**The meeting will start at 7pm**

**Note:** *DECLARATIONS OF INTEREST – If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Town Clerk at least 24 hours in advance of the meeting.*

### **A G E N D A**

- 1           **Election of Chair**  
Members are asked to elect a Chair for the Sub Committee
- 2           **Apologies for Absence**
- 3           **Declarations of Interest**
- 4           **Public Participation**
- 5           **To Confirm the Minutes of the Last Meeting**  
Members are asked to confirm the minutes of the meeting held on 22nd March 2023.  
(Pages 1 - 2)
- 6           **Exclusion of the Press and Public**  
That, in accordance with Section 100A(4) 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 contain exempt information under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.
- 7           **Staffing Structure**  
Members are asked to consider the report (Pages 3 - 5)
- 8           **Review of Staffing Policies**  
Members are asked to review and agree the policies listed below:
  1. Annual Leave Policy
  2. Capability Policy
  3. Learning and Development Policy(Pages 6 - 24)
- 9           **Chairman's Closing Comments**  
For noting only

Miss A. McIntyre FSLCC  
Town Clerk

