



Lewes
Town
Council

Town Hall, High Street
Lewes, East Sussex
BN7 2QS

lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk

IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL
GOVERNMENT ACT 1972 SCHEDULE 12 PARAGRAPH 26(2) [A] (ADMISSIONS TO
MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT A PERSONNEL COMMITTEE MEETING OF LEWES TOWN
COUNCIL WILL BE HELD IN THE COUNCIL CHAMBER OF LEWES TOWN HALL ON THE
29TH JUNE AT 7PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC
DECISION HAS BEEN TAKEN TO EXCLUDE THEM

**TO THE MEMBERS OF
THE PERSONNEL COMMITTEE
LEWES TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND A
PERSONNEL COMMITTEE MEETING
OF LEWES TOWN COUNCIL
29TH JUNE 7PM**

Agenda

1 ELECTION OF CHAIR

To elect the Chair of the Personnel Committee for Lewes Town Council for 2023-24

2 DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No.1464

3 APOLOGIES FOR ABSENCE

To note any apologies for absence

4 ELECTION OF VICE-CHAIR

To elect the Vice-Chair of the Personnel Committee for Lewes Town Council for 2023-24

5 RECRUITMENT OF CLERK

To agree the Job Description, Person Specification and commencement of recruitment process for the Town Clerk

6 EXCLUSION OF PUBLIC AND PRESS

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

7 REQUEST FOR FLEXIBLE WORKING

To hear a request for flexible working

8 FINANCE OFFICER

To consider the role of the Finance Officer

9 STAFFING STRUCTURE

To receive the independent staffing report and agree implementation

10 STAFFING MATTERS UPDATE

To receive a verbal update on current staffing matters

**Francesca Pridding *PSLCC*
Interim Town Clerk**