



INGLEBY BARWICK TOWN COUNCIL

BARWICK LODGE
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STOCKTON-ON-TEES
TS17 ORH

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31 August 2018

To: Personnel Committee Members

Councillors,

You are hereby summoned to attend the Personnel Committee Meeting to be held at **5.00pm on Monday 24th September** at the **Town Council's Office, Barwick Lodge.**

AGENDA

1. Apologies for absence
2. To review draft: Absence Management procedure
Absence Through Sickness policy
Sickness Capability procedure
3. To consider the post requirements of the Clerk to the Town Council
4. To consider future staffing arrangements.

Copies of the draft policies will be available in hard copy at the meeting.

As confidential matters are to be discussed, the Acting Clerk and Administrative Assistant will not be in attendance.

Minna West
Acting Clerk