

INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE HELD AT
6.30PM ON MONDAY 13 JANUARY 2020
AT THE RINGS COMMUNITY HUB, INGLEBY BARWICK

Present: Councillors SA Watson (Chairman) M Patterson, S Smith and R Turnbull.

In Attendance: J. McGeeney - Town Clerk.

1. **Apologies for Absence:** Cllr Rutland.
2. **Declarations of Interest:** None.
3. **Youth Update:** The Youth Committee had not met since the last meeting of the Personnel Committee so there was nothing to report in this respect.
4. **Youth Worker/Youth Support Worker Update:** References had been sought for the three recent appointments. To date nothing had been received. Members felt that once satisfactory references had been received and the applicants were formally appointed, a date would be arranged where the Youth Workers and Youth Support Workers would meet with Councillors and Officers to introduce themselves and discuss expectations of the roles. It was anticipated that the start date would be 1st February 2020.
5. **Youth Volunteers Update:** An advert for Youth Volunteers had been included on the Town Council's website and the noticeboard at The Hub. Councillor Rutland had previously been in touch with Catalyst for them to assist in the recruitment of volunteers. The Town Council was requested to register an account with Stockton Volunteers in order to promote the opportunity.
6. **Appraisals – Admin:** Councillors had been working on a generic Appraisal Review Form for use with Town Council employees. An Appraisal was due in respect of the Admin Assistant and would be undertaken by Councillor Watson and the Town Clerk. The Town Clerk's Appraisal would be undertaken by Councillors Watson and Turnbull and was due in May 2020.

Meeting ended at 7.05pm