

# MIDDLETON-IN-TEESDALE AND NEWBIGGIN PARISH COUNCIL

Meeting of the Personnel Committee to be held via videoconference

<https://zoom.us/j/93535082809?pwd=TFdSZjdZZmlnVHlZQk4vd1h0TDlnZz09>

Meeting ID: 935 3508 2809. Passcode: 457901

on Tuesday 4 August 2020 at 10.00am

AGENDA	Paper
1. To receive and approve apologies for absence and note substitute member(s)	
2. To receive declarations of interest	
3. To consider requests for dispensations	
4. Minutes To consider and approve the minutes of the meeting held 29 June 2019.	PC 040720-1 DRAFT minutes 290620
5. Clerk appraisal To review arrangements (documentation, process, personnel) for conducting the annual appraisal of the Clerk.	<ul style="list-style-type: none"><li>• SLCC Advice Note: Appraisals</li><li>• Job Description: Clerk &amp; Responsible Finance Officer</li><li>• Contract of Employment: Clerk &amp; Responsible Finance Officer</li><li>• Clerk Appraisal proforma, March 2019</li><li>• Clerk Assessment proforma, May 2020</li></ul>

Signed by the Clerk,



Date: 30 July 2020