



Tickton & Routh
Parish Council
Working and Playing Together

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Dear Councillors - Personnel Committee

You are hereby summoned to the Personnel Committee meeting of Tickton and Routh Parish Council which will be held in the Small Room, Tickton Village Hall on **Monday, 8 June 2026 at 7:00pm.**

PUBLIC FORUM

Members of the public may make recommendations about matters to be discussed at the meeting or other items of public interest.

AGENDA

1. **ELECTION OF CHAIR**
2. **APOLOGIES** - To receive apologies for absence
3. **DECLARATION OF INTEREST** – The Parish Councils (Model Code of Conduct)
To record any declarations of interest by any Member in respect of items for discussion on this agenda. Members declaring interests should identify the agenda item and type of interest being declared.
4. **MINUTES**
To approve the minutes of the Personnel Committee meeting held on 17 November 2025.
5. **PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.
 1. To receive ERNLCAs salary review and agree a recommendation to full council.
 2. To review the following recruitment documents and agree a recommendation to full council: -
 - a) Advertisement
 - b) Job description
 - c) Person specification
 - d) Contract of Employment
 - e) Applicant form
 - f) Interview questions
 3. To consider and agree closing date.
 4. To consider and agree interview panel and interview dates.
6. **DATE OF NEXT MEETING(S)**: To be confirmed.

Michelle Middleton

Michelle Middleton (Clerk to the Council)

Dated: 2 June 2026