



## Bishop Auckland Town Council

Kingsway Court, 54 Kingsway, Bishop Auckland,  
Co. Durham DL14 7JF

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**Town Clerk:** Sarah Harris

**TO:** Members of the **HUMAN RESOURCES COMMITTEE**  
**Cllr Lawson (Chair), Harker, Siddle & S Zair**

13<sup>th</sup> January 2025

Dear Councillor,

I hereby give you notice that the next meeting of **Bishop Auckland Town Council Human Resources Committee** will be held at the **Bishop Auckland Town Council Offices on Thursday 16<sup>th</sup> January 2025 at 4.00pm.**

Yours sincerely

**Vicki Booth**  
Acting Clerk to the Council

### AGENDA

1. **Apologies for absence**
2. **Declarations of Interest** - To invite members to declare any interest they may have.
3. **Exclusion of Press and Public** In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.
4. **Minutes of the last meeting - 4<sup>th</sup> October 2024**
5. **Matters Arising** (from the above minutes)
6. **Report of the Clerk**
  - a. Staff update

## DO I HAVE AN INTEREST?

**DISCLOSABLE PECUNIARY INTERESTS**  
Does the matter to be discussed affect:-

1. You, or your spouse/s/partner's, business, employment or profession
2. Anyone that employs or has appointed you or your spouse/partner
3. Anyone that you or your spouse/partner has received sponsorship from.
4. A contract with the Council, land or licence in the Councils area, corporate tenancy or securities in which you or your spouse/partner has an interest.

NO

**OTHER REGISTERABLE INTERESTS**  
Does the matter to be discussed affect:-

1. A body where you are in a position of general control or management and to which you have been appointed or nominated by your Council.
2. Any body which
  - (a) exercises functions of a public nature
  - (b) is directed to charitable purposes or
  - (c) whose principal purpose include the influence of public opinion or policy (including any political party or trade union) of which you are a member in a position of general control or management
3. Any gifts or hospitality with more than an estimated value of £50

NO

**OTHER NON-REGISTERABLE PERSONAL INTERESTS**  
Does the matter to be discussed affect:-

1. A financial interest of a friend, relative or close associate.

YES

NO

### YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

**You should take no part in the discussion or vote**

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

Do not try to influence the decision.

This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

**Failure to disclose or register a Disclosable Pecuniary Interest is a criminal offence under section 34 of the Localism Act 2011.**

### SHOULD DECLARE THAT YOU HAVE AN OTHER REGISTERABLE INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so.

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

### DECLARE THAT YOU HAVE A NON-REGISTERABLE PERSONAL INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so. If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

**You can participate in the meeting and vote**