



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

1st July 2015

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Tuesday 7th July 2015 at 5.00 p.m.**

Town Clerk

AGENDA

- 205/15 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 206/15 **APOLOGIES FOR ABSENCE**
To receive.
- 207/15 **MINUTES**
To confirm the minutes of the Committee's meeting held on 2nd June 2015, as received by Council on 30th June 2015. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 208/15 **REVIEW OF ACTION POINTS**
The Chairman to review.
- 209/15 **BUDGET REVIEW**
To review 2015/16 budget.

- 210/15 DEVELOPMENT OF A FOUR YEAR FINANCIAL STRATEGY
All committees are tasked with developing a rolling four year strategy to take the Council through to the next term to be presented to Full Council on 29th September 2015
- 211/15 HEALTH & SAFETY
To receive any updates.
- 212/15 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive any updates.
- 213/15 TRAINING REQUESTS
To receive.
- 214/15 UPDATE ON TOWN COUNCIL POLICIES
- To approve the Mobile Phone Policy and Use.
 - To approve the Model Publication Scheme and to update.
 - To review and prioritise the current index of Thetford Town Council policies.
 - Town Clerk to update on Staff Handbook review.
- 215/15 COMPASSIONATE LEAVE POLICY
To discuss Thetford Town Councils policy on awarding compassionate leave.
- 216/15 PENSION AUTO ENROLMENT
Town Clerk to update on current situation with Town Council staff.
- 217/15 MAINTENANCE TEAM SCHEDULE
To agree to a review of the work undertaken by the maintenance team.
- 218/15 CILCA QUALIFICATION
Town Clerk to update on requirement for study time.
- 219/15 DEPUTY TOWN CLERK REPRESENTATIVE DUTIES
Town Clerk to discuss the representative duties undertaken by the Deputy Town Clerk.
- 220/15 PAYMENT FOR CASUAL I.T. ASSISTANCE
To discuss potential short term employment of casual worker.
- 221/15 ITEMS OF URGENT BUSINESS
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 222/15 PRESS RELEASES
To consider any press release arising from this meeting's agenda.