



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

30th March 2016

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 5th April 2016 at 4.30 p.m.**

Town Clerk

AGENDA

- 1049/15 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 1050/15 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 1051/15 **MINUTES**
To confirm the minutes of the Committee's meeting held on 1st March 2016, as received by Council on 29th March 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 1052/15 **REVIEW OF ACTION POINTS**
The Chairman to review.
- 1053/15 **BUDGET REVIEW**
- To review the Personnel Committee budget to Month 11.
 - To confirm any accruals to be carried forward to 2016/17.

- 1054/15 HEALTH & SAFETY
To receive an update from the H&S Committee Chair.
- 1055/15 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive.
- 1056/15 TRAINING REQUESTS
To receive.
- 1057/15 SESSIONAL CARETAKERS/BAR STAFF RECRUITMENT PROCESS
Town Clerk to provide an update on the recruitment process.
- 1058/15 REVIEW OF TOWN COUNCIL POLICIES
To receive
- 1059/15 LEAVE POLICY
To discuss and agree man power / staffing for civic and other events.
- 1060/15 TASK AND FINISH GROUP SALARY REVIEW
To determine members of task and finish group who will carry out the salary review following receipt of new NCJ pay scales.
- 1061/15 OFFICE OPENING HOURS
Town Clerk to request a review of counter service timings.
- 1062/15 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 of an urgent operational matter.
- 1063/15 PRESS RELEASES
To consider any press release arising from this meeting's agenda.
- 1064/15 EXCLUSION OF PRESS AND PUBLIC
To give consideration to resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 1065/15 TOWN COUNCIL APPRENTICE
Town Clerk to provide an update on the recruitment process.