



THETFORD TOWN COUNCIL

ACTING TOWN CLERK: Tina Cunnell

Tel: 01842 754247

16th May 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 **Friday 20th May 2016 at 4.30 p.m.**

Acting Town Clerk

AGENDA

- 12/16 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 13/16 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 14/16 **MINUTES**
- To confirm the minutes of the Committee's meeting held on 5th April 2016, as received by Council on 26th April 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.
 - To confirm the minutes of the Special Committee's meeting held on 4th May 2016, as received by Special Council on 4th May 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.

- 15/16 EXCLUSION OF PRESS AND PUBLIC
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any 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.
- 16/16 INTERIM ALP OFFICER POSITION
To discuss interim solution for ALP Officer Position.
- 17/16 INTERIM VEM OFFICER POSITION
To discuss interim solution for VEM Officer Position.
- 18/16 EMPLOYMENT OF ADDITIONAL STAFF MEMBERS
To discuss potential employment of casual staff to cover basic administration.
- 19/16 WORKS TEAM ROLES & RESPONSIBILITIES
To discuss current roles and responsibilities of the Works Team and confirm requirement in line with outsourced contracts.
- 20/16 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.
- 21/16 PRESS RELEASES
To consider any press release arising from this meeting's agenda.