



THETFORD TOWN COUNCIL

ACTING TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

1st June 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 7th June 2016 at 4.30 p.m.**

Acting Town Clerk

AGENDA

- 51/16 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2016/17**
To receive nominations.
- 52/16 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 53/16 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 54/16 **MINUTES**
To confirm the minutes of the Committee's meeting held on 20th May 2016, as received by Council on 31st May 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 55/16 **PERSONNEL COMMITTEE PRIORITIES**
To review and agree the top three Personnel Committee priorities to the end of September 2016.

- 56/16 HEALTH & SAFETY HANDBOOK POLICY AND HANDBOOK
To review and agree the new H&S Policy and Handbook.
- 57/16 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.
- 58/16 PRESS RELEASES
To consider any press release arising from this meeting's agenda.