



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

28th May 2018

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 6th June 2018 at 5.00 p.m.**

Town Clerk

AGENDA

- 65/18 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2018/19**
To receive nominations.
- 66/18 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 67/18 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 68/18 **MINUTES**
To confirm the minutes of the Committee's meeting held on 8th May 2018, received by Council on 29th May 2018. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 69/18 **TRAINING & STAFF UPDATE**
Town Clerk to update.
- 70/18 **GENERAL DATA PROTECTION REGULATION (GDPR)**
To approve the following policies:
- Information & data protection policy
 - Privacy Notice
 - Subject Access required
 - Email privacy policy
 - Document retention and disposal policy

- 71/18 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.
- 72/18 COMMUNITY ENGAGEMENT
 To consider any press release or consultation arising from this meeting's agenda.
- 73/18 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.
- 74/18 STAFF MATTERS
 Update on staffing topics that are private and confidential in nature