



**LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF**

THETFORD TOWN COUNCIL PERSONNEL COMMITTEE

YOU ARE HEREBY SUMMONED to attend the Personnel committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on Tuesday 3rd September 2019, starting at 2.00pm

Tina Cunnell BSc (Hons)
Town Clerk
28th August 2019

AGENDA

- 287/19 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 288/19 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 289/19 **MINUTES**
To confirm the minutes of the Committee's meeting held on 2nd July 2019, received by Council on 30th July 2019. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 290/19 **TRAINING & STAFF UPDATE**
Town Clerk to update.
- 291/19 **PERSONNEL BUDGET REVIEW**
To review spend in Jul/Aug and to submit first draft of budget for next year
- 292/19 **ENVIRONMENT STRATEGY**
To discuss and agree targets to meet the committee's environmental objectives below:
Paperless meetings
- Introduction of tablets at meetings and it being an opt-in project for councillors.
 - Providing councillors training on using tablets at meetings and for working on shared documents.
 - Setting a percentage target for paper reduction and councillor opt in to paperless meeting.
 - Going paperless will be a phased project with the end goal being a work flow system in place such as BDC or NCC use.

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- 293/19 **BULLYING AND HARASSMEN POLICY**
To review.
- 294/19 **COMPLIMENTS, COMMENTS AND COMPLAINTS POLICY**
To review.
- 295/19 **COMMUNITY ENGAGEMENT STRATEGY**
To review.
- 296/19 **MEMBER IT EQUIPMENT**
To receive an update from the working group.
- 297/19 **APPRAISALS**
To receive an update.
- 298/19 **CORPORATE OBJECTIVES**
To review.
- 299/19 **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.
- 300/19 **STAFF MATTERS**
Update on staffing topics that are private and confidential in nature.