



To Councillors: A Baker, A Layland, N Lloyd, M McArthur (Chair), S McGregor.

Notice is hereby given of a Personnel Committee Meeting to be held in Meeting Room, Doggetts Barn on 15 October 2021 at 10:00 am. Members of the Committee are summoned to attend.

Town Clerk
11 October 2021

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

Agenda

In view of the confidential nature of agenda items 5.1, 5.2, 5.3, 5.4 and 5.5 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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5.4 - [CONFIDENTIAL] To consider staffing needs and budget for 2022/23	3
5.5 - [CONFIDENTIAL] To note: The Town Clerk's Appraisal has been carried out	5

1 **To Receive Apologies for Absence**


2 **Declarations of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **To Confirm the Minutes of The Committee Meeting Held on 26 March 2021**

https://www.edenbridgetowncouncil.gov.uk/mc-events/personnel-committee-2/?mc_id=625

4 **Matters Arising Not Covered Elsewhere**

 Confidential Annex 1 (omitted from public documents): Clerks Report.pdf

5 **Discussion of Personnel Issues (verbal reports)**

In view of the confidential nature of agenda items 5.1, 5.2, 5.3, 5.4 and 5.5 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

5.1 **[CONFIDENTIAL] To receive a report on staff attendance/absence**

Confidential item omitted from public papers.

5.2 **[CONFIDENTIAL] To receive update on other staff matters**

Confidential item omitted from public papers.

5.3 **[CONFIDENTIAL] To receive an update on staffing levels**
Confidential item omitted from public papers.

5.4 **[CONFIDENTIAL] To consider staffing needs and budget for 2022/23**
Confidential item omitted from public papers.

5.5 **[CONFIDENTIAL] To note: The Town Clerk's Appraisal has been carried out**
Confidential item omitted from public papers.