

**To Councillors:** A Baker, M Gemmell Smith, A Layland, M McArthur (Chair), S McGregor, B Todd.

Notice is hereby given of a Personnel Committee Meeting of Edenbridge Town Council to be held in Doggetts Barn on 5 September 2023 at 11:45 am. Members of the Committee are summonsed to attend.

Town Clerk  
31 August 2023

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, 6, 6.1, 6.2, 6.3, 6.4, 7, 7.1, 7.2, 7.3, 8 to be discussed, the Chair 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.*


<b>1</b>	<b>To receive apologies for absence</b>	<b>2</b>
<b>2</b>	<b>Declarations of interest or predetermination</b>	<b>2</b>
<b>3</b>	<b>To confirm the minutes of the Committee meeting held 23 May 2023 (2023-004-1-4)</b>	<b>2</b>
<b>4</b>	<b>Matters arising not covered elsewhere</b>	<b>2</b>
<b>5</b>	<b>[CONFIDENTIAL] Personnel Handbook - to receive and recommend adoption of the updated Employee Handbook</b>	<b>2</b>
<b>6</b>	<b>[CONFIDENTIAL] To discuss Personnel Issues</b>	<b>2</b>
	6.1 [CONFIDENTIAL] To receive update on staff attendance/absence for 2023/24	2
	6.2 [CONFIDENTIAL] To receive an update on other staff matters	2
	6.3 [CONFIDENTIAL] Budget 2023-24 update	3
	6.4 [CONFIDENTIAL] Recruitment update	3
<b>7</b>	<b>[CONFIDENTIAL] Office staff hours evaluations and to consider how to manage hours and expectations</b>	<b>4</b>
	7.1 [CONFIDENTIAL] To receive results of office staff hours evaluations	5
	7.2 [CONFIDENTIAL] To receive summary/statistics of Council office visitors	5
	7.3 [CONFIDENTIAL] To consider ways to manage office staff hours	5
<b>8</b>	<b>[CONFIDENTIAL] To consider staff remuneration in view of additional work loads/hours</b>	<b>6</b>

# Meeting Papers & Report

1 **To receive apologies for absence**

2 **Declarations of interest or predetermination**

3 **To confirm the minutes of the Committee meeting held 23 May 2023 (2023-004-1-4)**

 Personnel | 23 May 2023 v.1 - Minutes (Pages 2023-004/1-4)

4 **Matters arising not covered elsewhere**

*In view of the confidential nature of Agenda Items 5, 6, 6.1, 6.2, 6.3, 6.4, 7, 7.1, 7.2, 7.3, 8 to be discussed, the Chair 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 **[CONFIDENTIAL] Personnel Handbook - to receive and recommend adoption of the updated Employee Handbook**

*Confidential item omitted from public papers.*

6 **[CONFIDENTIAL] To discuss Personnel Issues**

*Confidential item omitted from public papers.*

6.1 **[CONFIDENTIAL] To receive update on staff attendance/absence for 2023/24**

*Confidential item omitted from public papers.*

6.2 **[CONFIDENTIAL] To receive an update on other staff matters**

*Confidential item omitted from public papers.*

6.3 **[CONFIDENTIAL] Budget 2023-24 update**  
*Confidential item omitted from public papers.*

6.4 **[CONFIDENTIAL] Recruitment update**  
*Confidential item omitted from public papers.*

7

**[CONFIDENTIAL] Office staff hours evaluations and to consider how to manage hours and expectations**

*Confidential item omitted from public papers.*

7.1 **[CONFIDENTIAL] To receive results of office staff hours evaluations**  
*Confidential item omitted from public papers.*

7.2 **[CONFIDENTIAL] To receive summary/statistics of Council office visitors**  
*Confidential item omitted from public papers.*

7.3 **[CONFIDENTIAL] To consider ways to manage office staff hours**  
*Confidential item omitted from public papers.*

**[CONFIDENTIAL] To consider staff remuneration in view of additional work loads/hours**  
*Confidential item omitted from public papers.*