

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 to be held in Doggetts Barn on 19 October 2023 at 10:30 am, which Councillors are summonsed to attend.

Town Clerk
12 October 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, 5.1, 5.2, 5.3, 5.4, 6 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.

1	To receive apologies for absence	2
2	Declarations of interest or predetermination	2
3	To confirm the minutes of the Committee meeting held 05 September 2023 (2023-016-1-3)	2
4	Matters arising not covered elsewhere	2
	4.1 To ratify the appointment of the Grounds Apprenticeship - Kai Day	2
	4.2 To ratify the appointment of the Community Warden - Kevin McGovern	2
5	[CONFIDENTIAL] To discuss Personnel Issues	2
	5.1 [CONFIDENTIAL] To receive update on staff attendance/absence for 2023/24	2
	5.2 [CONFIDENTIAL] To note: Apprenticeship and fixed term contracts are not exempt from the pension scheme	2
	5.3 [CONFIDENTIAL] To receive an update on the Open Spaces vacancy, with possible appointment	3
	5.4 [CONFIDENTIAL] To consider appointment of temporary meeting minutes Clerk	3
6	[CONFIDENTIAL] To receive an update on the budget, and consider a view for 2024/25	3


Meeting Papers & Report

1 **To receive apologies for absence**

2 **Declarations of interest 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 05 September 2023 (2023-016-1-3)**

 Personnel | 05 September 2023 v.1 - Minutes (Pages 2023-016/1-3)

4 **Matters arising not covered elsewhere**

4.1 **To ratify the appointment of the Grounds Apprenticeship - Kai Day**

4.2 **To ratify the appointment of the Community Warden - Kevin McGovern**

In view of the confidential nature of Agenda Items 5, 5.1, 5.2, 5.3, 5.4, 6 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] To discuss Personnel Issues**

Confidential item omitted from public papers.

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

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5.2 **[CONFIDENTIAL] To note: Apprenticeship and fixed term contracts are not exempt from the pension scheme**

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5.3 **[CONFIDENTIAL] To receive an update on the Open Spaces vacancy, with possible appointment**

Confidential item omitted from public papers.

5.4 **[CONFIDENTIAL] To consider appointment of temporary meeting minutes Clerk**

Confidential item omitted from public papers.

6 **[CONFIDENTIAL] To receive an update on the budget, and consider a view for 2024/25**

Confidential item omitted from public papers.