

**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 27 November 2023 at 11:00 am, which Councillors are summonsed to attend.

Town Clerk  
22 November 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

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## Agenda

*In view of the confidential nature of Agenda Items 5, 5.1, 5.2 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.*

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|----------|--|---|
| <b>1</b> | <b>To receive apologies for absence</b>  | 2 |
| <b>2</b> | <b>Declarations of interest or predetermination</b>  | 2 |
| <b>3</b> | <b>To confirm the minutes of the Committee meeting held 19 October 2023 (2023-0x-1-x)</b>                                    | 2 |
| <b>4</b> | <b>Matters arising not covered elsewhere</b>   | 2 |
| <b>5</b> | <b>[CONFIDENTIAL] To discuss Personnel Issues</b>  | 2 |
| 5.1      | [CONFIDENTIAL] To receive update on staff attendance/absence for 2023/24   | 2 |
| 5.2      | [CONFIDENTIAL] Following the NJC Pay Award agreement for 2023-24, to receive an update on the budget for 2023-24 and 2024-25 | 2 |
| 5.3      | To consider staff remuneration in view of additional work loads during staff shortages period                                | 3 |

# 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 19 October 2023 (2023-0x-1-x)**

 Personnel | 19 October 2023 v.1 - Minutes (Pages 2023-022/1-2)

4 **Matters arising not covered elsewhere**

To note: The new Open Spaces Officer started on 14 November. Initially doing 31.5 hours per week, increasing her hours to full time from January.

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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**

*Confidential item omitted from public papers.*

5.2 **[CONFIDENTIAL] Following the NJC Pay Award agreement for 2023-24, to receive an update on the budget for 2023-24 and 2024-25**

*Confidential item omitted from public papers.*

5.3 **To consider staff remuneration in view of additional work loads during staff shortages period**

This item was requested by a Councillor. The Town Clerk will leave the meeting for this discussion.