

**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 26 February 2024 at 11:00 am, which Committee Members are summonsed to attend.

Town Clerk  
21 February 2024

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, 5.2.1, 5.2.2, 5.2.3, 5.3, 5.4, 5.4.1, 5.4.2, 6, 7, 7.1, 7.2 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.*

<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 27 November 2023 (2023-029/01)</b>	<b>2</b>
<b>4</b>	<b>Matters arising not covered elsewhere</b>	<b>2</b>
<b>5</b>	<b>[CONFIDENTIAL] To discuss Personnel Issues</b>	<b>2</b>
5.1	[CONFIDENTIAL] To receive update on staff attendance/absence for 2023/24	2
5.2	[CONFIDENTIAL] To receive an update on other staff matters	2
5.2.1	[CONFIDENTIAL] To receive update on new employees following probation periods	2
5.2.2	[CONFIDENTIAL] Disciplinary & Grievance update	3
5.2.3	[CONFIDENTIAL] Sick pay update	3
5.3	[CONFIDENTIAL] Budget 2023-24 update	4
5.4	[CONFIDENTIAL] Staff Appraisals	4
5.4.1	[CONFIDENTIAL] To confirm the annual pay increments	4
5.4.2	[CONFIDENTIAL] To consider continuation of employee temporary remuneration	4
<b>6</b>	<b>[CONFIDENTIAL] To receive an update on new office hours and staffing hours</b>	<b>5</b>
<b>7</b>	<b>[CONFIDENTIAL] To consider temporary staffing and additional expenditure in the 2024-25 budget</b>	<b>5</b>
7.1	[CONFIDENTIAL] Minutes Clerk	6
7.2	[CONFIDENTIAL] Finance data input assistance	6


# 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 27 November 2023 (2023-029/01)**

 Personnel | 27 November 2023 v.1 - Minutes (Pages 2023-029/1-1)

4 **Matters arising not covered elsewhere**

*In view of the confidential nature of Agenda Items 5, 5.1, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3, 5.4, 5.4.1, 5.4.2, 6, 7, 7.1, 7.2 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.*

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] To receive an update on other staff matters**

*Confidential item omitted from public papers.*

5.2.1 **[CONFIDENTIAL] To receive update on new employees following probation periods**

*Confidential item omitted from public papers.*

5.2.2 **[CONFIDENTIAL] Disciplinary & Grievance update**  
*Confidential item omitted from public papers.*

5.2.3 **[CONFIDENTIAL] Sick pay update**  
*Confidential item omitted from public papers.*

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

5.4 **[CONFIDENTIAL] Staff Appraisals**  
*Confidential item omitted from public papers.*

5.4.1 **[CONFIDENTIAL] To confirm the annual pay increments**  
*Confidential item omitted from public papers.*

5.4.2 **[CONFIDENTIAL] To consider continuation of employee temporary remuneration**  
*Confidential item omitted from public papers.*

6 **[CONFIDENTIAL] To receive an update on new office hours and staffing hours**  
*Confidential item omitted from public papers.*

7 **[CONFIDENTIAL] To consider temporary staffing and additional expenditure in the 2024-25 budget**  
*Confidential item omitted from public papers.*

7.1 **[CONFIDENTIAL] Minutes Clerk**  
*Confidential item omitted from public papers.*

7.2 **[CONFIDENTIAL] Finance data input assistance**  
*Confidential item omitted from public papers.*