

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 29 April 2024 at 11:00 am, which Committee Members are summonsed to attend.

Town Clerk
24 April 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, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 6, 7, 8, 9, 9.1, 9.2, 10, 11, 12 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	3
2	Declarations of interest or predetermination	3
3	To confirm the minutes of the Committee meeting held 26 February (2023-038/01)	3
4	Matters arising not covered elsewhere	3
5	[CONFIDENTIAL] To discuss Personnel Issues	3
5.1	[CONFIDENTIAL] To receive update on staff attendance/absence for 2023/24	3
5.2	[CONFIDENTIAL] To receive an update on other staff matters	3
5.3	[CONFIDENTIAL] To receive notice of potential complaint	3
5.4	[CONFIDENTIAL] To note: The Groundstaff annual medicals in March	3
5.5	[CONFIDENTIAL] Annual Leave carryover 2023-24 update	4
5.6	[CONFIDENTIAL] Training update and potential courses to consider	4
5.7	[CONFIDENTIAL] Sick pay update	5
5.8	[CONFIDENTIAL] Staff pay: to consider a pay scale increment increase for one employee who has not benefited from the annual increment increase and the NI reduced rate in their net pay	5
6	[CONFIDENTIAL] To receive an update on the Open Spaces Officer vacancy, consider recruitment options, including potential expenditure for a recruitment agency	5
7	[CONFIDENTIAL] Budget review/update	6
8	[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours	6
9	[CONFIDENTIAL] To receive and approve updated contractual documents as reviewed by Worknest April 2024	7
9.1	[CONFIDENTIAL] Contract of Employment	7
9.2	[CONFIDENTIAL] Employee Handbook	7
10	[CONFIDENTIAL] Medical Insurance: To receive the renewals for 2024-25	7
11	[CONFIDENTIAL] Pension Scheme Review: as per Council December 2019, consider whether to investigate alternative schemes (triennial basis)	8


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 26 February (2023-038/01)**

 Personnel | 26 February 2024 v.1 - Minutes (Pages 2023-038/1-2)

4 **Matters arising not covered elsewhere**

In view of the confidential nature of Agenda Items 5, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 6, 7, 8, 9, 9.1, 9.2, 10, 11, 12 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.

5.3 **[CONFIDENTIAL] To receive notice of potential complaint**

Confidential item omitted from public papers.

5.4 **[CONFIDENTIAL] To note: The Groundstaff annual medicals in March**

Confidential item omitted from public papers.

5.5 **[CONFIDENTIAL] Annual Leave carryover 2023-24 update**
Confidential item omitted from public papers.

5.6 **[CONFIDENTIAL] Training update and potential courses to consider**
Confidential item omitted from public papers.

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

5.8 **[CONFIDENTIAL] Staff pay: to consider a pay scale increment increase for one employee who has not benefited from the annual increment increase and the NI reduced rate in their net pay**
Confidential item omitted from public papers.

6 **[CONFIDENTIAL] To receive an update on the Open Spaces Officer vacancy, consider recruitment options, including potential expenditure for a recruitment agency**
Confidential item omitted from public papers.

7

[CONFIDENTIAL] Budget review/update

Confidential item omitted from public papers.

8

[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours

Confidential item omitted from public papers.

- 9 **[CONFIDENTIAL] To receive and approve updated contractual documents as reviewed by Worknest April 2024**
Confidential item omitted from public papers.
- 9.1 **[CONFIDENTIAL] Contract of Employment**
Confidential item omitted from public papers.
- 9.2 **[CONFIDENTIAL] Employee Handbook**
Confidential item omitted from public papers.
- 10 **[CONFIDENTIAL] Medical Insurance: To receive the renewals for 2024-25**
Confidential item omitted from public papers.

11

[CONFIDENTIAL] Pension Scheme Review: as per Council December 2019, consider whether to investigate alternative schemes (triennial basis)

Confidential item omitted from public papers.

12

[CONFIDENTIAL] Employee Assistance Programme: Health Assured App review and to consider continuation

Confidential item omitted from public papers.