

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

Notice is hereby given of a Personnel Committee Meeting to be held in Doggetts Barn on 3 September 2024 at 2:30 pm, which Committee Members are summonsed to attend.

Town Clerk
29 August 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, 5.4.1, 5.4.2, 6, 7, 8, 8.1, 8.2, 8.3, 9, 10, 10.1, 10.2 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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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 29 April (2023-047/1-4)**

 Personnel | 29 April 2024 v.1 - Minutes (Pages 2023-047/1-4)

4 **Matters arising not covered elsewhere**

In view of the confidential nature of Agenda Items 5, 5.1, 5.2, 5.3, 5.4, 5.4.1, 5.4.2, 6, 7, 8, 8.1, 8.2, 8.3, 9, 10, 10.1, 10.2 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 2024/25**

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] Market Officer - fixed term contract**
Confidential item omitted from public papers.

5.4 **[CONFIDENTIAL] Training update and the apprenticeship**
Confidential item omitted from public papers.

5.4.1 **[CONFIDENTIAL] Training update**
Confidential item omitted from public papers.

5.4.2 **[CONFIDENTIAL] Apprenticeship update**
Confidential item omitted from public papers.

6 **[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours**
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7 **[CONFIDENTIAL] To receive an update on the Open Spaces Officer vacancy**
Confidential item omitted from public papers.

8 **[CONFIDENTIAL] Budget review/update**
Confidential item omitted from public papers.

8.1 **[CONFIDENTIAL] To receive an updated view of budget 2024-25**
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8.2 **[CONFIDENTIAL] To consider groundstaff staffing and recruitment**
Confidential item omitted from public papers.

8.3 **[CONFIDENTIAL] To consider employee recognition for the Groundstaff**
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9 **[CONFIDENTIAL] Budget considerations and first view for 2025-26**
Confidential item omitted from public papers.

10 **[CONFIDENTIAL] To receive and approve updated contractual documents as reviewed by Worknest**
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10.1 **[CONFIDENTIAL] Contract of Employment**
Confidential item omitted from public papers.

10.2 **[CONFIDENTIAL] Employee Handbook**
Confidential item omitted from public papers.