

**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 5 November 2024 at 11:30 am, which Committee Members are summonsed to attend.

Town Clerk  
31 October 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, 6, 7, 8 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 03 September (2023-060/1-3)</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 2024/25	2
5.2	[CONFIDENTIAL] To note: New starter for Open Spaces and Administration	3
5.3	[CONFIDENTIAL] To receive an update on other staff matters	3
5.4	[CONFIDENTIAL] To receive the NJC Pay Award agreement for 2024-25	3
5.5	[CONFIDENTIAL] To consider pay scales for the Communication Officer	3
<b>6</b>	<b>[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours</b>	<b>4</b>
<b>7</b>	<b>[CONFIDENTIAL] Budget 2024-25: to receive an updated of the budget</b>	<b>4</b>
<b>8</b>	<b>[CONFIDENTIAL] Budget 2025-26: considerations for the new staffing budget; and to make recommendation to the Finance Committee for the draft budget</b>	<b>4</b>

# 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 03 September (2023-060/1-3)**

 Personnel | 03 September 2024 v.1 - Minutes (Pages 2023-060/1-3)

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, 6, 7, 8 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 note: New starter for Open Spaces and Administration**

*Confidential item omitted from public papers.*

5.3 **[CONFIDENTIAL] To receive an update on other staff matters**

*Confidential item omitted from public papers.*

5.4 **[CONFIDENTIAL] To receive the NJC Pay Award agreement for 2024-25**

*Confidential item omitted from public papers.*

5.5 **[CONFIDENTIAL] To consider pay scales for the Communication Officer**

*Confidential item omitted from public papers.*

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

7 **[CONFIDENTIAL] Budget 2024-25: to receive an updated of the budget**  
*Confidential item omitted from public papers.*

8 **[CONFIDENTIAL] Budget 2025-26: considerations for the new staffing budget; and to make recommendation to the Finance Committee for the draft budget**  
*Confidential item omitted from public papers.*