

**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 10 March 2025 at 11:00 am, which Councillors are summonsed to attend.

Town Clerk  
5 March 2025

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, 6.1, 6.2, 7, 8, 8.1, 8.2, 8.3, 8.4, 8.5 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>3</b>
<b>2</b>	<b>Declarations of interest or predetermination</b>	<b>3</b>
<b>3</b>	<b>To confirm the minutes of the Committee meeting held 05 November (2023-072/1-3)</b>	<b>3</b>
<b>4</b>	<b>Matters arising not covered elsewhere</b>	<b>3</b>
<b>5</b>	<b>[CONFIDENTIAL] To discuss Personnel matters</b>	<b>3</b>
5.1	[CONFIDENTIAL] To receive update on staff attendance/absence for 2024/25	3
5.2	[CONFIDENTIAL] To receive an update on other staff matters	3
5.3	[CONFIDENTIAL] Appraisals completed	4
5.4	[CONFIDENTIAL] To note: The Groundstaff annual medicals in March	4
5.5	[CONFIDENTIAL] NHS Health Checks offered to all employees and councillors	4
5.6	[CONFIDENTIAL] Annual Leave carryover 2024-25 update	4
5.7	[CONFIDENTIAL] Training annual update and potential courses to consider	4
5.8	[CONFIDENTIAL] Pension administration changes	5
<b>6</b>	<b>[CONFIDENTIAL] Groundstaff staffing</b>	<b>5</b>
6.1	[CONFIDENTIAL] Apprenticeship: To review the apprentice fixed term period and position	5
6.2	[CONFIDENTIAL] Groundstaff vacancy: To confirm placing advert for a full-time person	6
<b>7</b>	<b>[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours</b>	<b>6</b>
<b>8</b>	<b>[CONFIDENTIAL] Budget updates</b>	<b>6</b>
8.1	[CONFIDENTIAL] Budget 2024-25 forecast end-of year	6
8.2	[CONFIDENTIAL] Budget 2025-26	7
8.3	[CONFIDENTIAL] Medical Insurance: To receive the renewals for 2025-26	7

8.4	[CONFIDENTIAL] Pension scheme contribution rates 2025-26	7
8.5	[CONFIDENTIAL] To consider pay scales for the Planning & Admin Officer	7


# 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 05 November (2023-072/1-3)**

 Personnel | 05 November 2024 v.1 - Minutes (Pages 2023-072/1-2)

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, 6.1, 6.2, 7, 8, 8.1, 8.2, 8.3, 8.4, 8.5 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 matters**

*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] Appraisals completed**  
*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] NHS Health Checks offered to all employees and councillors**  
*Confidential item omitted from public papers.*

5.6 **[CONFIDENTIAL] Annual Leave carryover 2024-25 update**  
*Confidential item omitted from public papers.*

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

5.8 **[CONFIDENTIAL] Pension administration changes**  
*Confidential item omitted from public papers.*

6 **[CONFIDENTIAL] Groundstaff staffing**  
*Confidential item omitted from public papers.*

6.1 **[CONFIDENTIAL] Apprenticeship: To review the apprentice fixed term period and position**  
*Confidential item omitted from public papers.*

6.2 **[CONFIDENTIAL] Groundstaff vacancy: To confirm placing advert for a full-time person**  
*Confidential item omitted from public papers.*

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

8 **[CONFIDENTIAL] Budget updates**  
*Confidential item omitted from public papers.*

8.1 **[CONFIDENTIAL] Budget 2024-25 forecast end-of year**  
*Confidential item omitted from public papers.*

8.2 **[CONFIDENTIAL] Budget 2025-26**  
*Confidential item omitted from public papers.*

8.3 **[CONFIDENTIAL] Medical Insurance: To receive the renewals for 2025-26**  
*Confidential item omitted from public papers.*

8.4 **[CONFIDENTIAL] Pension scheme contribution rates 2025-26**  
*Confidential item omitted from public papers.*

8.5 **[CONFIDENTIAL] To consider pay scales for the Planning & Admin Officer**  
*Confidential item omitted from public papers.*