

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

4pm PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

AGENDA

PERSONNEL SUB COMMITTEE – THURSDAY 1ST FEBRUARY 2018

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.

2. DECLARATION OF INTEREST

All Councillors of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Councillors are reminded to declare any dispensation granted in relation to any relevant matter.

3. MINUTES

To approve as a correct record and to sign the draft minutes of the meeting held on Thursday 9th November 2017 (copy attached).

4. CHAIRMAN'S ANNOUNCEMENTS

5. TRAINING AND DEVELOPMENT UPDATE

To receive a written report from the Head of Finance and Administration on training and development of staff (copy attached).

6. STAFF STRUCTURE AND RECRUITMENT UPDATE

To receive an update on recent recruitment activities and to receive a revised organisational chart as at January 2018 (copy attached).

7. **NEIGHBOURHOOD PLANNING OFFICER APPOINTMENT**

To receive a report from the Chief Executive on the intended recruitment and employment of a Neighbourhood Planning Officer from 1st April 2018 (copy attached).

8. **OUT OF HOURS AND EMERGENCY CONTACT POLICY**

To receive and consider a report from the Deputy Chief Executive on a proposal to create an out of hours and emergency contact policy (copy attached).

9. **AMENDMENT TO THE ESTABLISHMENT LIST WITHIN THE VENUES TEAM**

To receive and consider a report from the Deputy Chief Executive on the reallocation of an existing staff budget to create a new part time position, whilst deleting a vacant part time position, within the Venues team (copy attached).

10. **PERSONNEL SUB-COMMITTEE GOVERNANCE**

To receive a report from the Chief Executive on the position of the existing Personnel Sub Committee within the overall Committee structure, and to consider its title.

11. **DATE OF NEXT MEETING**

To note that the next meeting of this committee is Thursday 7th June 2018.

12. **EXCLUSION OF THE PUBLIC AND PRESS**

To pass, if considered necessary, the following resolution:
“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2.

13. **TO RECEIVE AN UPDATE ON ANY MATTERS RELATING TO STAFF WELFARE, DISCIPLINARY, GRIEVANCE OR COMPLAINTS**

To receive a verbal update on the above matters and to consider if there are any actions that need to be taken as a result of the information received.