



26 June 2020

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, R Goodchild, S Jones and D Scott)  
(Copies to all Town Councillors for information)

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Personnel Sub Committee** to be held on **Monday, 6 July 2020** commencing at **6.30 pm**. This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020.

**THIS MEETING MAY  
BE RECORDED \***

*Mark Saccoccio*

M Saccoccio  
Town Clerk

## AGENDA

- 1. APPOINTMENT OF CHAIR**
- 2. APPOINTMENT OF VICE CHAIR**
- 3. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

- 4. DECLARATIONS OF INTEREST**

- Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

- 5. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15**

---

This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020

**MINUTES)**

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 3(f) and 3(g).

**6. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)**

To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 6 January 2020 (**attached**). (*Minutes will be signed retrospectively when safe to do so*)

**7. SIX MONTHLY HR SERVICE LEVEL AGREEMENT REPORT (DEFERRED FROM MARCH) (Pages 5 - 8)****8. COMPASSIONATE AND SPECIAL LEAVE PROCEDURE (Pages 9 - 28)**

To receive a report regarding proposed amendments to the Procedure as a result of new legislation and to consider the recommendation/s contained therein.

**9. RECRUITMENT POLICY (Pages 29 - 38)**

To receive a report regarding a draft Recruitment Policy (**attached**) and to consider the recommendation/s contained therein.

**10. TIMES OF FUTURE MEETINGS**

To consider whether to change the time of future meetings from 1930 hours.

**11. EXCLUSION OF THE PUBLIC**

The Sub-Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding: staffing matters.

**12. STAFFING MATTERS**

\* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

---