



2 October 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, 12 October 2020** commencing at **10.30 am** in the 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. The meeting link is below: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YmQ4ZTFjZGIzZjQ1Ni00YmEwLTliMzMtNzU0MThiY2VjYmUy%40tHread.v2/0?context=%7b%22id%22%3a%2243be2b38-f73a-4576-be88-53d30b9697ef%22%2c%22oid%22%3a%225c24f997-2ebc-40a3-9343-b16681c77adf%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmQ4ZTFjZGIzZjQ1Ni00YmEwLTliMzMtNzU0MThiY2VjYmUy%40tHread.v2/0?context=%7b%22id%22%3a%2243be2b38-f73a-4576-be88-53d30b9697ef%22%2c%22oid%22%3a%225c24f997-2ebc-40a3-9343-b16681c77adf%22%7d)

**THIS MEETING MAY  
BE RECORDED \***

M Saccoccio  
Town Clerk

## AGENDA

### 1. 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.

### 2. DECLARATIONS OF INTEREST

- (i) 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.
- (ii) 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).

### 3. 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).

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

(a) To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 6 July 2020 in accordance with Standing Order 12 (*Minutes will be signed retrospectively when safe to do so*).

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

**5. DATE OF MARCH MEETING**

To consider a change in scheduled date from 29 March 2021 to 22 March 2021.

**6. 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:**

**7. SIX MONTHLY HR SERVICE LEVEL AGREEMENT REPORT (Pages 5 - 6)****8. STAFF TRAINING REPORT (Pages 7 - 10)****9. STAFF SICKNESS ABSENCE REPORT (Pages 11 - 14)****10. STAFF SURVEY REPORT (Pages 15 - 20)****11. 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.

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