

Dear Councillors, you are summoned to attend the meeting of the Personnel Committee, to be held in the Hollies Rear Hall on Thursday 3 October 2024 at 1.30pm.

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

**Signed:** *Emily Curtis* (Clerk)

**Dated:** 27 September 2024

## AGENDA

1. Welcome and Meeting etiquette. Note if anyone wishes to record the meeting
2. To elect a new Vice Chairman
3. To receive any apologies for absence and consider accepting them
4. To receive declarations of interest for items on the agenda and to consider any requests for dispensations
5. To approve as a correct record, the Minutes of the meeting held on the 9 July 2024
6. To consider appointing a new member to the Committee
7. **Exclusion of public and press: To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)**
8. To receive an update on matters arising from previous meetings (not on this agenda)
9. To receive an update on the Responsible Financial Officer role
10. To discuss any revisions to the staffing hours
11. To discuss the proposed dates for 1-2-1's
12. Governance:
  - 10.1: To consider the revised Sickness Policy
  - 10.2: To consider the revised Disciplinary Policy
  - 10.3: To consider the revised Grievance Policy
13. To consider any items for a future agenda
14. To consider the next meeting date – Thursday 21 November 2024 at 1.30pm