

THRAPSTON TOWN COUNCIL

Mayor: Cllr Andrew McGovern

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To Members of the Council

4th December 2024

You are hereby summoned to attend the meeting of the Town Council's Personnel Committee at the Town Council Office, 77 High Street, Thrapston NN14 4JJ on **Tuesday 10th December 2024 at 7.15pm** for the purpose of transacting the following business.

AGENDA

- PER/12/01 **APOLOGIES**
To receive apologies for absence
- PER/12/02 **DECLARATION OF INTEREST**
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
- PER/12/03 **PUBLIC OPEN TIME**
To allow any member of the public to address the meeting.
- PER/12/04 **MINUTES**
To approve and sign as a correct record the minutes of the Personnel Committee meeting dated 10th September 2024.
- PER/12/05 **CLERK'S REPORT**
To receive and note the Clerk's report.
- PER/12/06
PER/12/06.1 **POLICIES & PROCEDURES**
To receive Officer Report together with Sexual Harassment Guidance Notes, Policy, Risk Assessment, Action Plan & Training Log for consideration and review with a view to making a recommendation to Council for approval and adoption of the Policy.
- PER/12/07 **EXCLUSION OF PUBLIC & PRESS**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and by reason of the confidential and sensitive nature of the following items of business, the Press and Public be excluded from the meeting for the next item.
- PER/12/08 **STAFFING**
To discuss staff requests, staffing levels, job descriptions, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree any action to be taken.
- PER/12/09 **RE-OPENING OF MEETING**
To resolve that the confidential and sensitive business having been concluded, the Press and Public be re-admitted to the meeting.

PER/12/10

CHAIRMAN'S UPDATE

To receive a verbal update from the Chairman.

Ms Linda Brodier

Proper Officer

L Brodier

4th December 2024

The Public and Press are welcome to attend the meeting. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.

Members of the Public and Press will be excluded from any items of a sensitive and/or private and confidential matter.