



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

(This meeting will be held virtually and will be streamed live for the public to view via a link which will be available on the council's website. The link will be activated prior to the start of the meeting. This meeting is in line with the local authorities and police and crime panels (coronavirus) (flexibility of local authority and police and crime panel meetings) (england and wales) regulations 2020)

<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

**You are hereby summoned to attend a meeting of the Personnel Committee
To be held on Wednesday, 21 October 2020 at 7.00pm
for the purpose of transacting the following business**

Gina Lopes

16 October 2020

CEO & Clerk to Attleborough Town Council

AGENDA

Membership

Cllr A Westby

Cllr V Dale

Cllr J Roper

(Mayor and Deputy Mayor – as per Standing Order 15a vii)

Note: In the case of Non-Members this agenda is for information only

1) Election of Committee Chairman for the remainder of the municipal year 2020-21

To receive nominations for the Committee Chairman for the remainder of the municipal year 2020/21

2) Apologies for absence

To receive and consider apologies for absence

3) Declarations of Interest

a) To consider declarations of interest in respect of items below

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)

b) To receive any requests for dispensation of Disclosable Pecuniary Interest

4) Minutes of meeting of the Personnel Committee held on 18 June 2020

To note the Minutes of the Personnel Committee held on 18 June 2020

5) Exclusion of Press and Public

To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed

6) Staff Review Project - for consideration and resolution

In accordance with the Personnel Committee Terms of Reference (item 5 of the mandate), the Personnel Committee is to conduct a thorough staff review as part of the councils 'root and branch' investigation into its operations. This will include a review of staff terms and conditions of service and pay, contracts of employment, job descriptions and other employment documentation, staff training needs, and staffing levels.

Any recommendations will be brought before the Personnel Committee for consideration and resolution.

For transparency, a report will be given in a Full Council meeting, excluding any sensitive or confidential information.

7) Staff Matters

a) Resignation of staff member – for information

MAXIMUM EXPECTED MEETING TIME HALF HOUR