



**LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF**

THETFORD TOWN COUNCIL PERSONNEL COMMITTEE

YOU ARE HEREBY SUMMONED to attend the Personnel committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on Tuesday 2nd July 2019, starting at 10.00 a.m.

Tina Cunnell BSc (Hons)
Town Clerk
19th July 2019

AGENDA

- 134/19 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 135/19 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 136/19 **MINUTES**
To confirm the minutes of the Committee's meeting held on 4th June 2019, received by Council on 25th June 2019. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 137/19 **TRAINING & STAFF UPDATE**
Town Clerk to update.
- 138/19 **PERSONNEL BUDGET REVIEW**
To review budget spend in June.
- 139/19 **START TIME OF FUTURE PERSONNEL MEETINGS**
To consider a change of start time for future Personnel Meetings.
- 140/19 **IDENTIFICATION OF KEY STAFF FOR INSURANCE PURPOSES**
To receive and discuss insurance recommendation in respect of key personnel.
- 141/19 **MEMBERSHIP OF DISCIPLINARY PANEL**
The panel requirements were agreed previously in minute 217/16, new membership needs to be discussed and appointed

Council Offices: The Carnegie Cage Lane, Thetford, Norfolk, IP24 2DS
Telephone: (01842) 754247
e-mail: mail@thetfordtowncouncil.gov.uk
website: www.thetfordtowncouncil.gov.uk

Stage 1 Investigation meeting	
Vice Chairman of Personnel	Cllr J Hollis
Town Clerk	T Cunnell
This is information and statement gathering resulting in a Recommendation from the vice-chair, no decision at this point.	
Stage 2 Hearing	
Chairman of Personnel	Cllr M Robinson
Councillor	Cllr
Councillor	Cllr
Recommendation and evidence presented. A decision reached.	
Stage 3 Appeal (if required)	
Mayor of the Day	Cllr B Canham
Councillor	Not committee member
Councillor	Not committee member
External HR consultant if appropriate	
Subject Matter Expert (SME) if appropriate	

142/19

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

143/19

STAFF MATTERS

Update on staffing topics that are private and confidential in nature.

144/19

STAFF RECOGNITION

To Discuss.

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