



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Maurice Howard

Tel: 01842 754247

24<sup>th</sup> August 2015

Council Offices  
King's House  
Thetford  
Norfolk  
IP24 2AP

### **PERSONNEL COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Tuesday 1<sup>st</sup> September 2015 at 5.00 p.m.**

Emma Patrick  
Deputy Town Clerk

### **AGENDA**

- 351/15      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 352/15      **APOLOGIES FOR ABSENCE**  
To receive.
- 353/15      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 7<sup>th</sup> July 2015, as received by Council on 28<sup>th</sup> July 2015. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 354/15      **REVIEW OF ACTION POINTS**  
The Chairman to review.

- 355/15      BUDGET REVIEW
- To review 2015/16 budget.
  - To formulate a Four Year Financial Strategy including the transfer of the Maintenance Budget as discussed by the Finance Committee on 21<sup>st</sup> July 2015.
- 356/15      HEALTH & SAFETY  
To receive any updates.
- 357/15      COMPLIMENTS, COMMENTS AND COMPLAINTS  
To receive any updates.
- 358/15      UPDATE ON TOWN COUNCIL POLICIES
- To approve the 'Compliments, Comments and Complaints' Policy.
  - To approve the 'Bullying and Harassment' Policy.
  - To approve the 'Whistleblowing' Policy.
  - To approve the 'Thetford Town Council Constitution'.
  - To approve the wording of the Compassionate Leave Policy (for inclusion in the Staff Handbook).
- 359/15      REVIEW OF OUTSOURCED CONTRACTS  
To review all outsourced Town Council contracts.
- 360/15      MAINTENANCE TEAM SCHEDULE  
To review current Work Schedules and working practices.
- 361/15      PAYMENT FOR CASUAL I.T. ASSISTANCE  
Town Clerk to update on findings of potential short term employment of casual worker.
- 362/15      LIVING WAGE EMPLOYER  
To discuss becoming an accredited Living Wage Employer (as discussed at Full Council 28<sup>th</sup> July 2015).
- 363/15      ITEMS OF URGENT BUSINESS  
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 364/15      PRESS RELEASES  
To consider any press release arising from this meeting's agenda.