



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

30th September 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 6th October 2015 at 5.00 p.m.**

Town Clerk

AGENDA

- 478/15 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 479/15 **APOLOGIES FOR ABSENCE**
To receive.
- 480/15 **MINUTES**
To confirm the minutes of the Committee's meeting held on 1st September 2015, as received by Council on 29th September 2015. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 481/15 **REVIEW OF ACTION POINTS**
The Chairman to review.
- 482/15 **BUDGET REVIEW**
To review 2015/16 budget.

- 483/15 HEALTH & SAFETY
To receive any updates.
- 484/15 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive any updates.
- 485/15 UPDATE ON TOWN COUNCIL POLICIES
- To approve the 'Compliments, Comments and Complaints' Policy (As referred back from Full Council).
 - To approve the 'Whistleblowing' Policy (As referred back from Full Council).
 - To review the Draft Staff Handbook.
- 486/15 UPDATE ON CASUAL I.T. EMPLOYMENT
To review working requirement and aims of casual worker.
- 487/15 CONTRACTS TASK & FINISH GROUP
To receive update.
- 488/15 TRAINING REQUESTS
To receive.
- 489/15 TRAVEL ALLOWANCES
To agree car allowances for official travel in relation to Green Book.
- 490/15 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.
- 491/15 PRESS RELEASES
To consider any press release arising from this meeting's agenda.