



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

22nd December 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 5th January 2016 at 4.30 p.m.**

Town Clerk

AGENDA

- 573/15 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 574/15 **APOLOGIES FOR ABSENCE AND NEW MEMBERS**
To receive apologies and receive new members.
- 575/15 **MINUTES**
To confirm the minutes of the Committee's meeting held on 3rd November 2015, as received by Council on 24th November 2015. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 576/15 **REVIEW OF ACTION POINTS**
The Chairman to review.

- 577/15 BUDGET REVIEW
To review the Personnel Committee budget to Month 7.
- 578/15 HEALTH & SAFETY
- To confirm the Minutes of the Health and Safety Meeting of 8th October 2015.
 - To confirm the Minutes of the Health and Safety Meeting of 12th November 2015.
 - To receive any updates.
- 579/15 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive any updates.
- 580/15 SESSIONAL CARETAKER – RATES OF PAY
To consider bringing the Sessional Caretaker salary rates into line with NJC Pay Scales.
- 581/15 REVIEW OF TOWN COUNCIL POLICIES
To review the following:
- Staff Handbook.
 - Equality and Diversity Policy.
 - Member Officer Protocol.
- 582/15 EXCLUSION OF PRESS AND PUBLIC
To give consideration to resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the 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.
- 583/15 IMPLICATION OF NATIONAL MINIMUM WAGE ON PROJECTED FOUR YEAR BUDGET
To verify the implications of the implementation of the National Minimum Wage on the four year budget projections and to agree a way forward.
- 584/15 SUPPORT TO COMMITTEE MEETINGS
To review the Committee Secretary's hours in line with the agreement reached in the November meeting under minute 583/15.
- 585/15 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.
- 586/15 PRESS RELEASES
To consider any press release arising from this meeting's agenda.