



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

27th April 2016

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 **Wednesday 4th May 2016 at 3.00 p.m.**

Town Clerk

AGENDA

- 1153/15 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 1154/15 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 1155/15 **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.
- 1156/15 **DEPARTURE OF DEPUTY TOWN CLERK & TOWN CLERK**
To consider the temporary appointments of the Acting Deputy Town Clerk and the Acting Town Clerk and their resultant salary scales following departure of the current Senior Officers Appointments to take place from 5th May 2016 and 17th May 2016 respectively.

- 1157/15 TEMPORARY APPOINTMENT OF SENIOR OFFICER
To consider the recruitment of an external candidate to fill a temporary Senior Officer position as soon as possible (up to 30th September 2016).
- 1158/15 AMENITIES, LAND AND PROPERTIES OFFICER SELECTION PANEL
To confirm the members of the ALP Officer interview panel.
- 1159/15 REVIEW OF TOWN CLERK SALARY
To consider the salary scale following appointment of both the Acting Town Clerk and the permanent Town Clerk position.
- 1160/15 TERMS AND CONDITIONS OF SERVICE OF FUTURE TOWN CLERK
To review the Job Description, Person Specification, notice period and the wording of the advert for the position.
- 1161/15 TOWN CLERK SELECTION PANEL
- To confirm the members of the Town Clerk interview panel.
 - To confirm who will run the recruitment procedure.
- 1162/15 FUTURE COMMITTEE MEETINGS AND PRIORITY SETTING
To recommend to Full Council a change to the list of Standing Committee meeting dates and the format that they will follow during the transitional period (to end September 2016).
- 1163/15 PAYMENT OF TOIL DURING TRANSITIONAL PERIOD
To consider the monthly payment of any TOIL built up as a result of temporary appointments during transitional period.
- 1165/15 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 of an urgent operational matter.
- 1166/15 PRESS RELEASES
To consider any press release arising from this meeting's agenda.