



## **THETFORD TOWN COUNCIL**

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

27<sup>th</sup> September 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 **Tuesday 4<sup>th</sup> October 2016 at 4.30 p.m.**

Town Clerk

### **AGENDA**

- 284/16      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 285/16      **APOLOGIES FOR ABSENCE**  
To receive apologies.
- 286/15      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 18<sup>th</sup> August 2016, as received by Council on 27<sup>th</sup> September 2016. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 287/16      **BUDGET REVIEW**  
To consider budget for 2017/18
- 288/16      **REPORTS FROM SUB-COMMITTEES**
- Staff Review – Councillor M Brindle
  - Staff Training and Development – Councillor M Robinson
  - H&S Investigation – Councillor M Robinson

- 289/16      APPOINTMENT OF DEPUTY TOWN CLERK  
To discuss and agree appointment
- 290/16      STAFF LEVELS AND APPOINTMENTS  
To receive a report from the Town Clerk
- 291/16      APPRAISAL  
To agree process for producing Town Clerks Annual Appraisal including production of objectives
- 292/16      PENSION POLICY  
To approve Pension Policy including appointment of Pension adjudicator
- 293/16      MEMBER/OFFICER PROTOCOL  
To discuss channels of communication and agree a process for this
- 294/16      HEALTH & SAFETY  
To receive an update from the H&S Committee Chair.
- 295/16      COMPLIMENTS, COMMENTS AND COMPLAINTS  
To receive.
- 296/16      TRAINING REQUESTS  
To receive.
- 297/16      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.
- 298/16      PRESS RELEASES  
To consider any press release arising from this meeting's agenda.