



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Tel: 01842 754247

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

31st May 2017

PERSONNEL COMMITTEE

A meeting of this Committee will take place in the Council Chamber,
King's House, Thetford, on **Tuesday 6th June 2017 at 4.30 p.m.**

Town Clerk

AGENDA

- 66/17 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2017/18**
To receive nominations.
- 67/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 68/17 **APOLOGIES FOR ABSENCE**
To receive apologies.
- 69/17 **MINUTES**
To confirm the minutes of the Committee's meeting held on 13th April 2017, received by Council on 25th April 2017. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 70/17 **BUDGET REVIEW**
Town Clerk to update.
- 71/17 **HEALTH & SAFETY**
Town Clerk to update.

- 72/17 TRAINING & STAFF UPDATE
Town Clerk to update.
- 73/17 CORPORATE PLAN
Town Clerk to update.
- 74/17 POLICIES
To discuss and agree the following policies:
1. Vexatious customers – policy and procedure.
2. Capability– policy and procedure.
3. Disciplinary – policy and procedure.
4. Grievance – policy and procedure.
5. Absence management – policy and procedure.
- 75/17 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.
- 76/17 PRESS RELEASES
To consider any press release arising from this meeting's agenda.
- 77/17 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.
- 78/17 COMPLIMENTS, COMMENTS AND COMPLAINTS
To receive.