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11th March 2025

**To Members of the Personnel Committee**

Cllrs Evans (Ex Officio), Burton, Fletcher, Robillard-Webb.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Tuesday 18th March 2025 at 4.15pm** at the **Riverside Community Centre** for the purpose of transacting the business as set out on the agenda below.

**AGENDA**

**P.25/01 Apologies for absence**

To **receive** and **consider** for acceptance, apologies for inability to attend.

**P.25/02 Declarations of Interest and Requests for Dispensations**

To **declare** any disclosable pecuniary interests or any other interest which members may have in the following agenda items and **consider** any dispensation requests.

**\*\*Public Participation**:

We welcome the public to attend meetings and invite comments or questions regarding any of the agenda items. The Committee, at the Chairperson’s discretion, sets aside a short period of time for this at the commencement of the meeting.

**P.25/03 Exclusion of Press & Public – Public Bodies (Admission to Meetings) Act 1960:**

To **resolve** on whether the Council will move into closed session to consider confidential matters in the following agenda item(s) in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section.1(2). Should this resolution be passed the public and press will be required to leave the meeting for the relevant item(s) only.

**P.25/04 Minutes**:

i) To **agree** as a correct record and approve the minutes of the meeting of 20th September 2024 *(*[*\*copy enclosed*](https://www.dropbox.com/scl/fi/m41oqjxiul85euhwzhccr/14.03.25-Minutes-20.09.24.docx?rlkey=vsjtqlfwaplpr8rrc0lpwhaja&dl=0)*).*

ii) To **receive** any update(s) on actions/items from the previous meeting.

**P.25/05 Standing Item – Climate and Ecology Emergency:**

To **note** the Council Declaration and to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

**P.25/06 Policies Review**

To **review** and **consider** adopting/readopting the following policies:

1. Health & Safety Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/33bk8len3vzbke46ejfvq/17.03.25-Health-and-Safety-Policy-Review-2025.doc?rlkey=qdmmb8f6qzb74t0w5zr870b6y&dl=0))
2. Child Protection Policy (*\*copy to be circulated if available*)
3. Safeguarding Policy (*\*copy to be circulated if available*)
4. Disciplinary Procedure ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/59hnytf70gg0hjdk1b2ix/17.03.25-Disciplinary-Procedure-Review-March-2025.docx?rlkey=auww26r869s1zcrb0ggiwak4o&dl=0))
5. Employee Pensions Discretions Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/8pcxdnrvpuguhx0mtkbbg/14.03.25-PP-Example-Employer-Discretions-Policy-Template.docx?rlkey=xv5na6sopp5eoqr2hokcgqzne&dl=0))
6. Road Risk Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/1jn3eh8znig6m2zghrau8/14.03.25-BTTC-Road-Risk-Policy-Updated-Feb-2025.docx?rlkey=wwcyih11mfd7hvyuwutsj4z6z&dl=0))
7. Training & Development Policy ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/c0n99nlc1r79io97zknxg/14.03.25-Draft-Training-Policy.docx?rlkey=hdaxyyzihckxq8a4uzxuo3b2f&dl=0))

**P.25/07 Work Activities (Deferred item P.24/25):**

To **receive** and **consider** the employee activities list for the Assistant Town Clerk and/or **agree** any further action as appropriate ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/cfv03hc4xe9zeye7silhc/17.03.25-Workflow.docx?rlkey=py8eep1j7ytpqo95zujhqleb9&dl=0)).

**P.25/08 Staff Appraisal – Actions:**

To **receive** and **consider** actions/requests recorded in the Assistant Town Clerk’s appraisal. The Town Clerk to provide further information at the meeting (*\*copy to be issued to Committee members only*).

**P.25/09 Assistant Town Clerk – Contractual Hours:**

To **consider** a contractual change to the employment contract to make the temporary increase in hours (from 20 – 25 per week) permanent.

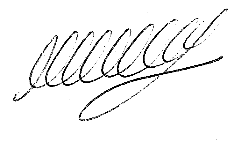
**P.25/10** **Employee Salaries – 2025/26:**

To **receive** and **approve** the salary scales for 2025/26 (*\*copy to be issued to Committee members only*).

**P.25/11 Conference Feedback 2024/2025**

To **receive** and **note** feedback from the Town Clerk and Assistant Town Clerk following attendance at National Conference (Town Clerk) ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/rgz7ifjncw9txztixcqr5/14.03.25-SLCC-2024-Conference-Notes.docx?rlkey=plsdollowoia20vn7sklo0ijt&dl=0)) and Practitioners Conference (Assistant Town Clerk) (*\*copy to be circulated if received*).

**P.25/12 Matters brought forward by Councillors/Clerk:** *(for information only*).



**SIGNED DATE: 11th March 2025**

**M WELLS - TOWN CLERK**

***\*Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.***