

2<sup>nd</sup> September 2021



## To Members of the Personnel Working Group

You are hereby summoned to a virtual meeting of the Working Group to be held on **9<sup>th</sup> September 2021**, at **2pm** to conduct the following business.

Helen Bojaniwska  
Town Clerk

The meeting will be held via the Zoom meeting platform: <https://www.zoom.us/join>

To attend the meeting please use ID **878 7755 4518** Password: **724535** or follow this [link](#).

For more information about attending Council meetings via Zoom please refer to the [guidance](#) on our website.

## AGENDA

0. To receive apologies
1. To receive declarations of interest or requests for dispensations
2. To answer questions from the public
3. To note the minutes of the meeting of the Personnel Committee on 5<sup>th</sup> July 2021, previously circulated
4. To resolve in view of the confidential nature of the business to be transacted, that the press and public be excluded from the remainder of the meeting
5. To review a draft updated Staff Handbook
6. To consider a report on Finance staffing
7. To consider making a payment in lieu of annual leave

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.*