

22nd December 2021



To Members of the Personnel Working Group

You are hereby summoned to a virtual meeting of the Working Group to be held on **5th January 2022**, at **2pm** to conduct the following business.

Helen Bojaniwska
Town Clerk

The meeting will be held via the [Zoom meeting platform](#).

To attend the meeting please use ID **878 7755 4518** Password: **724535**.

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

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest or requests for dispensations
3. To answer questions from the public
4. To note the minutes of the meeting of the Personnel Working Group on 9th September 2021, previously circulated
5. To consider a recommendation from the Clerk regarding additional staff resources
6. To finalise revisions to the Staff Handbook prior to consultation with Council staff
7. To approve updated contract templates as recommended by the Council's HR advisors
8. To resolve in view of the confidential nature of the business to be transacted, that the press and public be excluded from the meeting for the discussion of the remaining items
9. To receive reports from annual staff reviews and consider any recommendations for salary scale movements or changes to job descriptions
10. To consider a request for flexible working
11. To consider draft staff and training budgets for 2022-23

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.