

19th February 2021



To Members of the Personnel Committee

You are hereby summoned to a virtual meeting of the Committee to be held on **Friday, 26th February 2021**, at **3pm** 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

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To answer questions from the public
4. To approve the minutes of the meeting of the Personnel Committee on 26th November 2020, previously circulated
5. 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
6. To consider a report on salary scale progression
7. To approve changes to an employment contract
8. To approve salary increments

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.