

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 11 NOVEMBER 2024, LAYER VILLAGE HALL, 18:30pm**

Clerk and Responsible Financial Officer: Mark Large

AGENDA**1 APOLOGIES**

- a) **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest relating to the agenda.
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the chair*

- a) minutes of the previous meeting of the personnel committee

4 PERSONNEL MATTERS - RESOLVE pursuant to s1(2) Public Bodies Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.**5 a) REVIEW** Clerk & RFO performance and needs, training attended.

- b) **RESOLVE** to **APPROVE** end of probation period and confirmation of Clerk & RFO as permanent in post.

- c) **RECEIVE** and **APPROVE** Notification of Payroll and Expenses, training, resources, working from home allowance, annual leave, pension, working hours, working patterns, acceptable controls (inc. approval of paid extra hours) and monitoring.

- d) Backpay – **RECEIVE** and **APPROVE** backpay for locum clerk arising from backdated pay award

6 RECEIVE update on historic personnel issues**7 NEXT MEETING – 9th December 2024, Layer village hall, 19:00.**

Close of meeting