

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 13 JANUARY 2025, LAYER VILLAGE HALL, 19:00pm**

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 2 meetings of the personnel committee
- 4 PERSONNEL MATTERS - RESOLVE** pursuant to s1(2) Public Bodied 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.
 - b) **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.
 - c) **RESOLVE** to **APPROVE** change to pay expense and overtime in current month rather than next month to reduce complexity
- 6 RECEIVE** update on historic personnel issues
- 7** Discuss membership of committee and formulate a resolution to accept and/or actions required
- 8 NEXT MEETING – 10th February 2025, Layer village hall, 19:00.**
Close of meeting