

MORETON-IN-MARSH TOWN COUNCIL

	<p>AGENDA PERSONNEL COMMITTEE</p> <p>Date: 21st November 2023 Time: 6:30pm Council Offices, Old Town, Moreton-in-Marsh GL56 0LW T: 01608 651448 E: clerk@moretoninmarshtowncouncil.gov.uk Website: moretoninmarshtowncouncil.gov.uk</p>
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Notice of Meeting of Personnel Committee

Members of the Personnel Committee are hereby summoned to attend for the purpose of transacting the business set out below.

All residents of the parish and press are welcome to attend unless members vote to make the meeting private for specific confidential personnel, legal or financial reasons.

Enquiries can be made by e-mailing Town Clerk clerk@moretoninmarshtowncouncil.gov.uk

Signed Sarah Hart, Clerk Date 15/11/2023

AGENDA

Item	Title
1)	Apologies To RECEIVE apologies for absence.
2)	Declarations of Interests and Dispensations a) To RECEIVE declarations of interests from councillors on items on the agenda. b) To CONSIDER any requests for dispensation relating to items on the agenda and those made in writing relating to pecuniary interests.
3)	Public Participation Members of the public may make speak at a meeting, limited to 3 minutes individually and 20 minutes collectively unless directed by the Chair, who may choose to prioritise contributions relating to items on the agenda.
4)	Minutes a) To AGREE the Minutes of 18 th July 2023 as an accurate record.
5)	Civility and Respect a) To receive an update from the clerk regarding the Civility and Respect pledge and decide next steps.
6)	Budget 2024-25 a) To discuss budget requirements for the Personnel Committee for the following financial year and make recommendations if relevant.
7)	Policies a) To DECIDE a schedule for review of the personnel policies.
8)	Exclusion of public and press a) To RESOLVE to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the following items.
9)	Christmas a) To AGREE a recommendation for office closure over the Christmas period. b) To REVIEW any staff cover requirements over the Christmas period.
10)	Annual salary reviews a) To REVIEW the contractual dates for review of salaries and clarify when council will do this in the financial year.
11)	Extra hours worked – contract agreements

	a) To REVIEW staff contract agreements regarding extra hours worked and make recommendations.
12)	Date of next meeting a) To AGREE a date for the next meeting.
13)	Close of Meeting