



THAXTED PARISH COUNCIL

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All members of the PERSONNEL COMMITTEE are summoned to attend the meeting of the PERSONNEL COMMITTEE OF THAXTED PARISH COUNCIL to be held in The Guildhall on THURSDAY 3rd October 2024 after the preceding meeting

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

A G E N D A

Meetings and the public The agenda may be in two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

General Data Protection Regulations (GDPR) 2018:

For details of the Parish Council's Privacy Notice, please visit our website: <https://thaxted-pc.gov.uk/parish-council/policies-and-procedures/privacy-policy>

Dena Oxley

Clerk & RFO – 27th September 2024

1	Apologies for absence
2	Declarations of Interest
3	Public representations
4	Minutes To approve and sign as an accurate record the Minutes of the Personnel Committee meeting held on the 14 th of December 2023
5	Staffing levels To receive a review report on the working staffing levels
6	To resolve that under the Public Bodies (Administration to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the Public and accredited representatives of newspapers be excluded from the meeting for the following items of business because it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government act 1972.
7	SALARY REVIEW 1) Ensure any contractual incremental increase is automatically applied (if applicable) in May 2025 2) To consider and approve adjustments to the SCP for all staff members
8	NEW EMPLOYEE JOB DESCRIPTION AD ADVERT To approve the job description and advert for the New Role

9	TO APPROVE THE USE OF the following forms a) Induction Training Record b) Application for employment c) Appraisal form (selection between 1-4) d) Reference request
10	AOB – not for approval
11	Date of Next meeting TBA