



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 FRIDAY 25th April 2025 at 4:30pm.

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

AGENDA

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.

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Dena Oxley

Clerk & RFO – 17th April 2025

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 3rd of October 2024

5. **Staffing levels**

To receive a review and report on the working staffing levels

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.

6. **Review of new staff**

To discuss and review the performance of new staff members

7. **HR review of services**

To address complaint regarding breach of terms

8. **Official sign-off of extended probations**

To consider and approve the extended probation period for staff

9. **Employee personnel reference**

To consider and approve response to reference request

10. **AOB – not for approval**

11. **Date of Next meeting**

Friday 24th October 2025, 4pm, Guildhall