

LYDD TOWN COUNCIL

Guild Hall
13 High Street
Lydd
ROMNEY MARSH
Kent
TN29 9AF

PERSONNEL COMMITTEE

Notice is given that a (Virtual) meeting of the Personnel Committee will be held on
Monday 1st February 2021 at 6.30 pm

Meeting to be held by zoom following the link below

<https://zoom.us/j/96239353869?pwd=VzdYb2VUQ1d3NzQ5SURGQU1mM1owZz09>

As with any meeting the only item(s) of business will be stated on the summons

The attendance of the following Councillors is requested at the above meeting:
Councillors Darren Chapman, Mrs Ann Duncan, Clive Goddard, Paul Rye, Martin Sweeney.

AGENDA

1. ELECTION OF CHAIRMAN

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.

4. MINUTES (enclosed)

The minutes of the last meeting on Monday 28th January 2019 to be approved and signed

5. PRESS AND PUBLIC EXCLUDED

To consider and resolve that this meeting be held without press or public present as the content of discussions will involve sensitive and confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972, to be treated as confidential by Members

6. CONFIDENTIALITY

Councillor Goddard to address members of the Committee on this matter

7. INFORMATION IN RELATION TO THE ROLE OF THE PERSONNEL COMMITTEE (enclosures)

- a) Committee structure
- b) Terms of Reference
- c) Complaints Procedure
- d) Grievance Procedure
- e) Disciplinary Procedure
- f) Bullying and Harassment Policy
- g) Briefing note appraisals

8. TO AGREE THE FOLLOWING PANEL MEMBERSHIP (enclosure)

- a) To continue to progress the Internal Auditors report and recommendations
- b) Complaints arising from the Planning Committee meeting held on 11th January 2021

9. CONFIDENTIAL STAFFING MATTERS

Members of the Committee to receive a verbal report from the Town Clerk

Angela Alexander
Town Clerk
27th January 2021