

**LYDD TOWN COUNCIL**

**PERSONNEL COMMITTEE  
To be held on Monday 28<sup>th</sup> June 2021 at 6.30pm  
In the Guild Hall Chamber**

**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 15<sup>th</sup> March 2021 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**

Town Clerk to report.

**7. TO RECEIVE REPORTS ON THE OUTCOME OF RETURN TO GUILDHALL MEETINGS**

Chairman and Town Clerk to report on any matters needing to be addressed or concerns arising from the meetings with staff members.

**8. UNTAKEN HOLIDAY LEAVE DURING PANDEMIC**

To receive a report and recommendations from the Chairman

**9. MATTERS RAISED BY THE INTERNAL AUDITOR AND BESPOKE TRAINING**

Town Clerk to report on the meeting with the Internal Auditor following the Independent review and bespoke training.

**10. GUIDANCE FROM SATSWANA**

To consider guidance received from our Data Protection Officer Satswana and agree on action.

**11. NATIONAL EMPLOYERS PAY OFFER**

To note that further to the National Employers' pay offer to the National Joint Council (NJC) Unions in respect of staff covered by the local government services NJC (the Green Book) of an increase of 1.5% on all NJC pay points 1 and above with effect from 1 April 2021, the trade unions have written to the National Employers to reject the pay offer and have asked for urgent talks. The employers have said they will consider the letter and respond in due course.

**12. STAFFING MATTERS**

Town Clerk to report of any matters concerning staff members

Angela Alexander BA (Hons)  
Town Clerk  
23<sup>rd</sup> J2021