**LYDD TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**To be held on Monday 30th January 2023 at 6.30pm**

**In the Guild Hall Chamber**

The attendance of the following Councillors is requested at the above meeting:

Councillors Darren Chapman, Clive Goddard, Robert Jones, Paul Rye, Martin Sweeney.

**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **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.

1. **MINUTES (enclosure)**

The minutes of the meeting held on Monday 30th October 2022 to be agreed as a true record of the meeting and signed by the Chairman

1. **PRESS AND PUBLIC EXCLUDED**

*To consider to 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*

1. **CONFIDENTIALITY**

Chairman to advise on the subject of confidentiality

1. **STAFFING MATTERS**
2. Assistant Town Clerk to attend the meeting to report on matters affecting her role.

*Following this agenda item the Assistant Town Clerk will leave the meeting*.

1. Town Clerk to report on any other staffing matters.
2. **STAFF APPRAISALS**

To receive a report and recommendations from the Chairman, Cllr Chapman and Deputy Mayor following the staff appraisals carried out by them in October 2022

1. **NALC PAY AWARDS 2022-23 (enclosure)**

To receive and note the NALC pay awards to take effect from1st April 2022

1. **CURRENT SITUATION ON RFO AND HANDYPERSON ROLES (enclosure)**

Town Clerk to report and Councillors to consider the restructuring of these roles.

1. **COMMITTEE FORMATION**
2. Councillors to consider the work to be progressed in accordance with the approved budget for 2023-24 and to consider the Committee appropriate for this purpose.
3. To note that from May 2023 it has been agreed by the Confederation of the Cinque Ports that each Council should appoint a ‘Cinque Ports Champion’ and that this will be included in appointments to Outside Bodies
4. **PERSONNEL COMMITTEE TERMS OF REFERENCE**

To review and update the Terms of Reference for the Personnel Committee

1. **DRAFT MEETING DATES (enclosure)**

Councillors to consider the draft meeting dates for approval by the Committee and presentation to full Council at the Annual General Meeting.

1. **AUGUST HOLIDAY PERIOD**

Councillors to consider the dates for the August holiday period for approval.

1. **FREEDOM OF INFORMATION REQUESTS**

To receive an update from the Chairman and Town Clerk

Angela Alexander BA (Hons)

Town Clerk

25th January 2023