

**PERSONNEL COMMITTEE**  
**To be held on Monday 3<sup>rd</sup> April 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.

**3. MINUTES (enclosure)**

The minutes of the meeting held on Monday 30<sup>th</sup> January 2023 to be agreed as a true record of the meeting and signed by the Chairman

**4. 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*

**5. CONFIDENTIALITY**

Chairman to advise on the subject of confidentiality

**6. RETENTION AND DELETION POLICY**

To receive an update to the retention policy to include the protocols and timescales for deletion of information following advice from our DPO

**7. UPDATE ON STAFF EMPLOYMENT AND ROLES**

To receive an update from the Chairman and Town Clerk on recent interviews and implementation regarding staff roles.

**8. APPOINTMENT TO COMMITTEES**

Following recommendations at the last personnel meeting to receive draft guidance for person specification for appointment to committees and Terms of Reference as appropriate.

**9. 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

**10. UNTAKEN STAFF HOLIDAY LEAVE**

To receive a report on the untaken holiday leave for the period until 31<sup>st</sup> March 2023.

**11. WELL BEING OF STAFF AND BUILDING SECURITY**

To consider a proposal on this matter from Cllr Goddard.

**12. FREEDOM OF INFORMATION REQUESTS AND GDPR**

To receive an update from the Chairman and Town Clerk

Angela Alexander BA (Hons)  
Town Clerk  
29<sup>th</sup> March 2023