

# LYDD TOWN COUNCIL

## PERSONNEL COMMITTEE

To be held on Monday 18<sup>th</sup> September 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 12<sup>th</sup> June 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. REVIEW AND UPDATE OF CIVIC PROTOCOL (enclosure)

To consider review and adopting of the Civic Protocol to take into account office working hours and insurance requirements.

### 7. REVIEW OF JOB DESCRIPTIONS (enclosure)

To review and update job descriptions affected by recent and upcoming staff changes

### 8. BUDGET SETTING (enclosure)

- a) To agree the amount for salaries and pension for the forthcoming budget setting Council meeting in November 2023.
- b) To note the invoice from GMP accountants and review in line with budget setting

### 9. FREEDOM OF INFORMATION REQUESTS AND ICO

To receive an update on this matter from the Chairman

### 10. CHRISTMAS CLOSURE

To consider the proposed dates for the Guild Hall Christmas closure and number of leave days  
Town Clerk to report

### 11. STAFFING MATTERS

- A) Report on meeting with the incoming Town Sergeant from the Chairman and note payment of first half of honorarium on 1<sup>st</sup> September 2023.
- B) To consider the reports from staff members following the Council meeting on 3<sup>rd</sup> July 2023.
- C) To set the date for the 2023 staff appraisals to be carried out by the Chairman of Personnel  
As the second Councillor is normally the Deputy Mayor to appoint another suitable Councillor for the appraisals. To agree delegated authority to the Town Clerk in consultation with the Chairman for implementation of outcomes of appraisals including issuing of contract as required.

Angela Alexander BA (Hons)

Town Clerk

13<sup>th</sup> September 2023

