

LYDD TOWN COUNCIL

PERSONNEL COMMITTEE

To be held on Tuesday 23rd April 2024 at 5.30pm 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 22nd January 2024 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. TOWN SERGEANT

The Town Sergeant will attend the meeting so that the Committee may ask questions and discuss guidance they would like to be put in place for a smooth handover upon retirement.
The Town Sergeant will leave the meeting following this agenda item.

7. PROTOCOL FOR TOWN SERGEANT DUTIES

Following item 6 Councillors to consider guidance and protocol for Town Sergeant duties

8. APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES (enclosures)

Councillors to receive and consider the following

- a) Spreadsheet setting out the first, second and third choices of Councillors who have returned their forms tabled at the March full Council meeting for appointment to Committees
- b) Spreadsheet setting out Councillors who have returned their forms tabled at the March full Council meeting with requests for appointment to outside bodies

9. MEETING DATES

Councillors to consider the schedule for meeting dates of Council, Committees, Annual Town Meeting and Mayor Making meetings over the forthcoming Municipal year

10. UNTAKEN HOLIDAY HOURS

Town Clerk to report on the number of untaken holiday hours by staff members over the holiday leave year from 1st April 2023 to 31st March 2024

11. HOLIDAY CLOSURES

Councillors to consider and agree the holiday closure dates for August and December in line with the meeting schedule.

12. STAFFING MATTERS

- a) Appointment of Finance Officer following interviews with candidates- Chairman to report
- b) Staff member review meeting – Chairman to report.

13. FREEDOM OF INFORMATION REQUESTS

The Chairman to report on FOIs and the advice of the Data Protection Officer.

Angela Alexander BA (Hons)

Town Clerk

17th April 2024