

# FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-sea, Essex, CO13 0AU

Tel: 01255 676666

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Clerk: Mrs J Woodland



**TO MEMBERS OF THE PERSONNEL COMMITTEE**  
**Councillors P Clifton, D Miles, I Johnson, A Cossens, D Lane & F Robertson**

**Also invited: HR Consultant Mrs Marcia Fuller**

**YOU ARE SUMMONED TO ATTEND A PERSONNEL COMMITTEE MEETING**  
**of FRINTON & WALTON TOWN COUNCIL**

To be held at

**The Council House Triangle Shopping Centre Frinton on Sea CO13 0AU**

on

**Friday 6<sup>th</sup> October 2023 at 1pm**

*J Woodland*

**Mrs J Woodland**  
**Town Clerk**

## AGENDA

<b>1</b>	<b>Election of Chair and Deputy Chair</b> To elect a Chair and Deputy Chair for the municipal year 2023/24.
<b>2</b>	<b>Apologies for Absence</b> To receive via the Clerk, apologies for absence
<b>3</b>	<b>Minutes of Last Meeting</b> To approve as a correct record the minutes (pages 8-10) of the Personnel Committee Meeting held on the 22 <sup>nd</sup> March 2023.
<b>4</b>	<b>Sickness Absence Policy</b> To consider revisions to the Sickness Absence Policy as highlighted on the tabled document and agree any necessary action.
<b>5</b>	<b>Exclusion of Press and Public</b> Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting for the transaction of the under-mentioned business because of the confidential nature: <ul style="list-style-type: none"><li>• Officer sickness absence</li></ul>
<b>6</b>	<b>UNDER EXCLUSION: Officer Sickness Absence</b> To receive a confidential verbal update from the Clerk, in consultation with HR Consultant Mrs Marcia Fuller, on the matter of Officer sickness absence and agree any necessary action.
<b>7</b>	<b>Date of Next Meeting</b> The next meeting of the Personnel Committee will be advised as the need for a meeting arises.

**Dated: 29<sup>th</sup> September 2023**

