

FRINTON & WALTON TOWN COUNCIL

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

Tel: 01255 676666

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Clerk: Jennifer Woodland



TO MEMBERS OF THE PERSONNEL COMMITTEE

Councillors P Clifton, D Miles, I Johnson, A Cossens, D Land & F Robertson

Invited: Independent 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

Tuesday 5th March 2024 at 10.30am

J Woodland

Jennifer Woodland
Town Clerk

Dated: 27th February
2024

AGENDA

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| 1 | Apologies for Absence To receive via the Clerk, apologies for absence |
| 2 | Declarations of Members Interests To receive any pecuniary, registerable or non-registerable interests relating to items on the agenda. |
| 3 | Minutes of Last Meeting To approve as a correct record, the minutes of the Personnel Committee Meeting held on the 14 th November 2023 (herewith). |
| 4 | Civility & Respect To receive a verbal update from the Chairman on the Civility & Respect project and consider what it means for this Council, including considering any recommendations to Full Council. |
| 5 | Exclusion of Press and Public 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">• Staff Annual Appraisal Review Outcomes• Operational change to working hours arrangements• Staff Resignation |
| 6 | UNDER EXCLUSION: Staff Annual Performance Review Outcomes To receive the outcome of staff annual appraisals and agree any necessary action. |
| 7 | UNDER EXCLUSION: Operational Change to Working Hours Arrangements To receive details of a proposed operational change to working hours for two members of staff and agree any necessary action. |

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| 8 | UNDER EXCLUSION: Staff Resignation To receive the resignation of a member of staff and consider any necessary action. |
| 9 | Date of Next Meeting The next meeting of the Personnel Committee will be advised as the need for a meeting arises. |