

FRINTON & WALTON TOWN COUNCIL

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

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Clerk: Jennifer Woodland



TO MEMBERS OF THE PERSONNEL COMMITTEE

Councillors M Cossens, A Cossens, I Johnson, P Clifton, D Land, F Robertson.

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

Wednesday 27th November 2024 at 11.00am

J Woodland

Jennifer Woodland
Town Clerk

Dated: 20th November 2024

AGENDA

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 7 th August 2024 (herewith)
4	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">• Long term sickness absence• Staff Resignation• Review of Fixed Contract Staffing• Staff Contracts of Employment• HR Consultancy
5	UNDER EXCLUSION: Long Term Sickness Absence A verbal update from the Clerk to note a long-term sickness absence case.
6	UNDER EXCLUSION: Staff Resignation A verbal update from the Clerk; <ul style="list-style-type: none">• To note a staff resignation• To ratify time critical operational decisions made by the Clerk (and subsequently advised to the Mayor) in handling the resignation• To ratify a decision made by the Clerk (in consultation with the Mayor) to advertise and recruit for a replacement on a like-for-like basis• To note the impact of staffing issues on the operation of the Columbine Centre and to approve on a backdated basis, the voluntary deployment of officers on their usual hourly rate to cover events that

	are short-staffed during the interim period (suggest up to three months on an as needed basis under the direction of the Clerk).
7	UNDER EXCLUSION: Review of Fixed Contract Staffing To review and consider for approval, the options presented in the confidential written report from the Clerk IRO of staff on fixed term contract(s) whose period of employment is nearing its conclusion (herewith).
8	UNDER EXCLUSION: Staff Contracts of Employment To note a verbal update from the Clerk on progress made IRO reissuing the NALC revised Contracts of Employment and consider any necessary action for approval.
9	UNDER EXCLUSION: HR Consultancy <ul style="list-style-type: none"> • To note a verbal update from the Clerk on the provision of HR consultancy • To consider a confidential report for approval (herewith)
10	Date of Next Meeting The next meeting of the Personnel Committee will be advised as the need for a meeting arises.