



Scan for Agenda & Attachments

6<sup>th</sup> December 2023

To: Members of the Council

**A Meeting of the Personnel Committee will be held in the Village Hall, Arlesey on Monday 11<sup>th</sup> December 2023 at 10.30am.**

All members: - Cllrs Arkle, Stevenson, Spoor, Hooker are hereby summoned to attend for the purpose of considering and resolving the business to be transacted – as per Terms of Reference Only 4 members attend, remaining 3 form the Appeals Committee.

Mrs Janet Bailey  
Town Clerk

## **PERSONNEL COMMITTEE AGENDA**

### **PC23/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**

001.1 Nominations for Chairman of Finance & General Purposes Committee, followed by election.

001.2 Nominations for Vice-Chair of Finance & General Purposes Committee, followed by election.

### **PC23/002 APOLOGIES FOR ABSENCE (Local Government Act 1972 Sch12 para40)**

### **PC23/003 DECLARATIONS OF INTEREST AND DISPENSATIONS (Localism Act 2011 ss 31 & 33)**

*(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)*

003.1 To receive declarations of interest from councillors on items on the agenda.

003.2 To receive written requests for dispensations for disclosable pecuniary interests.

003.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

### **PC23/004 PUBLIC PARTICIPATION *Standing Orders will be suspended at this point and re-instated before Proceeding to the next agenda item* – Public participation up to a maximum of 15 minutes. Members of the public wishing to address the Council should note that that they must advise the Council before 12 noon on the day before the meeting both of their wish to participate and their topic. All participants are restricted to a maximum of five minutes. Residents to note: names of speakers may be included in the Formal Minutes and published.**

### **PC23/005 PERSONNEL MATTERS**

005.1 **Staff Appraisals** – Members to note majority staff appraisals confirmed for 13<sup>th</sup> December 2023 and delegate member to conduct Clerk appraisal in accordance with Standing Orders 19(c) – appraisal

Agenda available in electronic format at [www.arlesey-tc.gov.uk](http://www.arlesey-tc.gov.uk) (Public Bodies (Admissions to meetings) Act 1960 s1 para 4(b))

Personnel Committee 11<sup>th</sup> December 2023

reports will be subject to approval by resolution of the Personnel committee. One appraisal already conducted to accommodate annual leave.

**PC23/006 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

**PC23/007 EXEMPT BUSINESS**

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that this business relates.

**Agenda item PC23/008 and PC23/009 this business relates to labour relations issues. (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).**

**PC23/008 Appraisal report** – Members to consider appraisal report and recommendation for pay adjustment.

**PC23/009 Flexible Working Request** – Members to consider request flexible working with employment contract amendment to reflect amendment.

**Date of next meeting: Tuesday 9th January 2024.**

**-End of Agenda-**