



# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) Website: [www.oundle.gov.uk](http://www.oundle.gov.uk)

---

An Extraordinary meeting of the Town Council Personnel Committee will be held on Tuesday 12<sup>th</sup> September 2023 at 7.00pm in the Oundle Suite, Fletton House.

This is a formal Town Council meeting and will be held in the Council Chambers, using the agenda which the Clerk has published. Members of the public will be given the opportunity to speak during public participation, but will not be permitted to speak at other times. They may also temporarily be excluded by means of resolution due to the confidential nature of the business to be transacted (Standing Order 3d).

## AGENDA

### 23.01P. Apologies for Absence

- 23.01P.01. To receive apologies for absence.
- 23.01P.02. To accept apologies for absence.

### 23.02P. Declarations of Interests

To receive and consider any declarations of interest from Members under Section 50 of the Local Government Act 2000 (*Standing Order 13*)

(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- 23.02P.01. To declare any Disclosable Pecuniary Interests.
- 23.02P.02. To declare any Other Interests.
- 23.02P.03. To consider any requests for Dispensation.
- 23.02P.04. To report any gifts or hospitality accepted over the value of £50.00.
- 23.02P.05. To report any inappropriate gifts or hospitality offered.

### 23.03. Minutes of Previous Meetings

- 23.03.01. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Personnel Committee meeting held on 11<sup>th</sup> April 2023 as an accurate record.'* (*Standing Order 12c*) \*

### 23.04P. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.** (*Standing Order 3e and 3f*)

### 23.05P. Consideration of Requests from Interested Parties

*Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c).*

**23.06P**

**Personnel Matters**

- 23.06P.01. To consider the Personnel Committee Terms of Reference. \*
- 23.06P.02. To consider changing the name of the Personnel Committee to HR Committee and increasing the number of meetings during the year.
- 23.06P.03. To consider giving staff a 1 point increment annually. \*
- 23.06P.04. To consider staff appraisals for 2023. \*
- 23.06P.05. To give delegated powers approval to Cllr Gray and the Clerk to review all HR policies.

**23.07P. Any other business for Report only**



**Emma Baker**

**Town Clerk**

**7<sup>th</sup> September 2023**

**\* Documents attached**