



Oundle Town Council

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

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An Extraordinary meeting of the Town Council Personnel Committee will be held on Tuesday 9th November 2021 at 6.30pm 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).

The meeting is being live streamed onto YouTube and will be uploaded onto our website after the meeting.

AGENDA

21.01P. Apologies for Absence

21.01P.01. To receive apologies for absence.

21.01P.02. To accept apologies for absence.

21.02P. 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.)

21.02P.01. To declare any Disclosable Pecuniary Interests.

21.02P.02. To declare any Other Interests.

21.02P.03. To consider any requests for Dispensation.

21.02P.04. To report any gifts or hospitality accepted over the value of £50.00.

21.02P.05. To report any inappropriate gifts or hospitality offered.

21.03P. 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*)

21.04P. Consideration of Requests from Interested Parties

21.05P To approve the minutes of previous meetings.

21.05P.01. PROPOSITION: *'To approve and sign the minutes for the combined Finance and General Purposes Committee and Personnel Committee meeting held on 12th October 2021 as an accurate record.'* (*Standing Order 12*). *

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).

21.06P Personnel Matters

- 21.06P.01. To receive and consider the updated staff handbook as received from the OTC HR Consultant. Changes are highlighted in yellow. *
- 21.06P.02. To consider information received regarding the NJC pay scale incremental increases and to agree OTC pay procedure. *
- 21.06P.03. To review staff salaries. *

21.07P. Any other business for Report only



**Emma Baker
Town Clerk
2nd November 2021**

*** Documents attached**