

# Godmanchester Town Council

Town Clerk  
Vicky Pryce



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26<sup>th</sup> February 2020

To: The Town Mayor and Members of Godmanchester Town Council Personnel Committee.

You are hereby summoned to attend a Meeting of Godmanchester Town Council Personnel Committee in the QES on Wednesday 4<sup>th</sup> March at 7.30pm for the purpose of transacting the following business. Members of the public and press are cordially invited to attend.

Vicky Pryce  
**TOWN CLERK**

If any member of the public or press intend to record all or part of the meeting, would they please advise the Town Clerk at the start of the meeting.

## AGENDA

To conclude by:

20/16 2 mins	TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE	7.32
20/17 2 mins	DECLARATIONS OF INTEREST: To receive declarations of personal and/or prejudicial interest and the nature of those interests relating to any Agenda item.	7.34
20/18 2 mins	MINUTES: To approve as a correct record the minutes of the Personnel Committee meeting held on 5 <sup>th</sup> February 2020	7.36
20/19 9 mins	PUBLIC PARTICIPATION SESSION: To hear from any member of the public in respect of an item on the agenda and other matters that are of mutual interest	7.45
	<b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting</b>	
20/20 20 mins	STAFF APPRAISALS To consider staff appraisal outcomes for staff	8.05
20/21 10 mins	RECRUITMENT UPDATE To consider recommendations	8.15
20/22 15 mins	OFFICE WORKLOAD To consider recommendations	8.30
20/23 10 mins	POLICY UPDATE To review personnel related policies.	8.40
20/24 10 mins	STAFF HANDBOOK To consider recommendations	8.50
	<b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.</b>	

Certified as a true copy of the agenda for the meeting held on Wednesday 4<sup>th</sup> March

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