



## WINCANTON TOWN COUNCIL

### **EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit.  
and proceed downstairs to outside of the Bear Inn.

### **THIS MEETING MAY BE FILMED OR RECORDED**

To members of the Personnel Committee: Councillors L Ralph (Chair), S Atherton, H Ellard, E Hix, K Hearne, D Old, D Smith, R Tudgay and L Walters

### **YOU ARE HEREBY SUMMONED TO AN EXTRAORDINARY PERSONNEL COMMITTEE MEETING TO BE HELD ON MONDAY 17<sup>th</sup> OCTOBER 2022 AT 7PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under section 30(3) of the Localism Act 2011 and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary interests.

Emma Curtis  
Town Clerk  
10<sup>th</sup> October 2022

### **PUBLIC PARTICIPATION**

Before the meeting, the Chair may allow a public session to enable people to ask questions of the Council and make comments, in accordance with Standing Orders 3e and 3h. Questions are directed to Council and should be restricted to matters on the agenda. Members of the public are not to verbally abuse or harass a member of the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

## **AGENDA**

**1. APOLOGIES FOR ABSENCE:**

To receive any apologies for absence and to approve the reasons given (LGA 1972 s85 (1)).

**2. DECLARATIONS OF INTEREST:**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Councils Code of Conduct (adopted on 16th May 2022).

**3. MINUTES OF THE PREVIOUS MEETING:**

To adopt the minutes of the Personnel Committee meeting held on 22nd August 2022 as a correct record and to be signed by the Chairman.

**4. PERSONNEL POLICIES AND PROCEDURES:**

To review the following personnel policies and procedures prior to adoption or readoption at the next Full Town Council meeting:

- Absence Management Policy (Appendix 1)
- Capability Procedure (Appendix 2)
- Dignity at Work, Harassment and Bullying Policy (Appendix 3)
- Disciplinary Procedure (Appendix 4)
- Equality, Inclusion and Diversity Policy (Appendix 5)
- Grievance Procedure (Appendix 6)
- Health and Safety Policy (Appendix 7)
- Lone Working Policy (Appendix 8)
- Member/Officer Protocol (Appendix 9)
- Performance Management Policy (Appendix 10)
- Recruitment, Selection and Induction Policy (Appendix 11)
- Training and Development Policy (Appendix 12)
- Whistleblowing Policy (Appendix 13)

**5. TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, to consider a resolution to exclude the non-committee members, the press and public from the meeting for the following reason: to discuss confidential staffing matters.

**6. CONFIDENTIAL: TOWN HALL CLEANER**

To consider Terms of Agreement for Town Hall Cleaner

**7. CONFIDENTIAL: STAFFING UPDATE**

To receive a staffing update from the Town Clerk

**8. CONFIDENTIAL: RFO RECRUITMENT**

To discuss RFO recruitment options

**9. CLOSE OF MEETING AND DATE OF NEXT MEETING:**

To confirm the date of the next Personnel Committee meeting