



# RAUNDS TOWN COUNCIL

15 June 2016

Dear Councillor,

You are summoned to attend a meeting of the **Personnel Committee of Raunds Town Council** to be held in the Council Chamber, The Hall, Raunds, on **Wednesday 21<sup>st</sup> September 2016 at 4.30pm**. Press & Public welcome.

Kate Houlihan  
Clerk to the Council

## AGENDA

**239.16 To Receive Apologies For Absence.**

**240.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**241.16 Notification of members questions in compliance with the council's standing orders.**

**242.16 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

**243.16 Minutes:** confirm the minutes of the Personnel Committee meeting held 21 June 2016 (copy herewith).

**244.16 Special Leave Policy:** To review the Council's Special Leave policy (copy herewith)

**245.16 Training and Development:** To review the Council's equal opportunities policy (copy herewith)

**246.16 Management of Sickness Absence:** To review the Council's Management of Sickness Absence Policy (copy herewith)

**247.16** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

**248.16 To receive a report on Establishment Matters (copy to follow)**

**249.16 To review pay rates for Administrative Staff. (copy to follow)**