



# RAUNDS TOWN COUNCIL

25 November 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 **Thursday 1 December at 4.30pm**. Press & Public welcome.

Kate Houlihan  
Clerk to the Council

## AGENDA

**404.16 To Receive Apologies For Absence.**

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

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

**407.16 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

**408.16 Minutes:** confirm the minutes of the Personnel Committee meeting held 10 October 2016 (copy herewith).

**409.16 Budget 2017/18:** To consider the budget for the Personnel Committee for 2017-18

**410.16 Time Off in Lieu Policy:** To review the Council's Time Off in Lieu policy (copy herewith)

**411.16 Mobile Phone Policy:** To review the Council's Mobile Phone policy (copy herewith)

**412.16 Lone Worker Policy:** To review the Council's Lone Worker Policy (copy herewith)

**413.16** *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*

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