



# RAUNDS TOWN COUNCIL

1<sup>st</sup> July 2020

Dear Councillor,

You are summoned to attend a meeting of the **Personnel Committee of Raunds Town Council** to be via Zoom on **Tuesday 7 July 2020 at 7.30pm**

Press & Public welcome.

Kate Houlihan  
Clerk to the Council

## AGENDA

- 114.20 To Elect a Chairman of the Personnel Committee**
- 115.20 To Elect a Vice-Chairman of the Personnel Committee**
- 116.20 To receive apologies For absence.**
- 117.20 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 118.20 Notification of members questions in compliance with the council's standing orders.**
- 119.20 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
- 120.20 Minutes** confirm the minutes of the Personnel Committee meeting held [7 April 2020](#) (copy herewith).
- 121.20 Management of Sickness Policy:** To review the council's Management of Sickness Policy (copy herewith)
- 122.20 Lone Worker Policy:** To review the council's Lone Worker Policy (copy herewith)
- 123.20 Employee absences due to adverse weather conditions Policy:** To review the council's Employee absences due to adverse weather conditions Policy (copy herewith)
- 124.20** *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*

**125.20 Establishment Report:** To receive an establishment report on (copy to follow)

- a.** staff appraisals.
- b.** appointment of a gardener / handyman
- c.** other staffing matters