



RAUNDS TOWN COUNCIL

26 May 2021

Dear Councillor,

You are summoned to attend a **Personnel Committee** meeting of the Raunds Town Council to be held at the **Saxon Hall** Raunds, on **Tuesday 1st June 2021 at 7.30pm.**

Press and Public welcome however please do advise the Clerk if you are attending in order to ensure adequate space is made available for social distancing. Masks will be mandatory for members of the press and public unless exempt.

N L Villa

Nina L Villa LLb (Hons)
Interim Clerk to the Council.

AGENDA

- 52.21 To Elect a Chairman of the Personnel Committee**
- 53.21 To Elect a Vice-Chairman of the Personnel Committee**
- 54.21 To receive apologies For absence.**
- 55.21 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 56.21 Notification of members questions in compliance with the council's standing orders.**
- 57.21 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
- 58.21 Minutes** confirm the minutes of the Personnel Committee meeting held **6 April 2021** (copy herewith).
- 59.21** *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*
- 60.21 Establishment Report:**
 - a) To receive a verbal update on the recruitment of a new Town Clerk and to consider quotations for use of a recruitment agency

- b) To receive a verbal update from the Interim Clerk on general staffing matters
- c) To consider a request from the staff for an increase in hours to cover additional workload related to the absence of a full time Clerk as follows:
 - i) Assistant to the Clerk – increase from 25 to 27.5 hrs per week
 - ii) Assistant to the Clerk – increase from 25 to 30 hrs per week
 - iii) Administrative Assistant – increase from 25 to 30 hrs per week