



RAUNDS TOWN COUNCIL

16 February 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 **Tuesday 23rd February 2016 at 4.30pm**. Press & Public welcome.

Kate Houlihan
Clerk to the Council

AGENDA

588.15 To Receive Apologies For Absence.

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

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

591.15 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

592.15 Minutes: confirm the minutes of the Personnel Committee meeting held 3 November 2015 (copy herewith).

593.15 Lone Worker Policy: To review the councils Lone Worker policy (copy herewith)

594.15 Special Leave Policy: To review the councils special leave policy (copy herewith)

595.15 Time off in lieu Policy: To review the councils time off in lieu policy (copy herewith)

596.15 *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*

597.15 To Receive a report on staffing matters (copy to follow)