



RAUNDS TOWN COUNCIL

4 October 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 **Monday 10 October 2016 at 4.30pm**. Press & Public welcome.

Kate Houlihan
Clerk to the Council

AGENDA

264.16 To Receive Apologies For Absence.

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

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

267.16 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

268.16 Minutes: confirm the minutes of the Personnel Committee meeting held 21 June 2016 and the meeting record for the postponed meeting of 21 September 2016 (copy herewith).

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

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

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

272.16 *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*

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

274.16 To review pay rates for Administrative Staff. (report herewith)