



Notice is hereby given that a Meeting of the Personnel, Policy & Governance Committee will be held at the Town Hall.

At 10.00am on Wednesday 28th June 2023

Julie Mason Town Clerk
Dated 22nd June 2023

Members:

Cllrs: Helen Ellwood (Town Mayor), David Kent, Nigel Macartney, Johanna Maitland, John Stewart, Angela Williams

Chair To be elected

Town Clerk: Julie Mason

To elect the Chair for the ensuing year 2023/24

Declarations of Interest

To receive any Declarations of Interest

Public Forum

To receive comments from the public if present.

Agenda

1. To receive and approve apologies for absence.
2. To note the minutes from Wednesday 15th March 2023
(The minutes PPG 09/23 – 19/23) NB approved at Full Council
See Enclosures
3. To discuss matters raised from the minutes.
PG 13/23 iv) Pension Policy
See Enclosures
The Clerk requests support with scrutiny as following advice from CW pensions decisions need to be made by FC before policy is amended.
To note training for the Town Warden
Induction date was completed.

Personnel, Policy & Governance Policy Committee 15th March 2023

4. To review policies:
 - i. Mayoral Handbook
 - ii. Time off in Lieu Policy
 - iii. Publicity Policy – to make recommendations to amalgamate the policy with Communications & Community Engagement Policy
 - iv. Whistle blowing Policy
 - v. Recruitment PolicyTo note five policies left to review and 38 in total.
See Enclosure Pack
5. To note the Clerk and the Administration Assistant attended the Social Media Course on 13th June.
See Enclosures
6. To make recommendations on the next stage for Corporate Plan as a three-year plan is advised.
7. To receive the minutes from the staff meeting on 14th June.
See Enclosures.
8. To note the internal auditor recommended a workstation check was completed for all staff
9. To agree actions from Cllr J Snowball on the proposal on Menopause at Work Policy.
10. To agree the printing of business cards for Cllrs and the Clerk as recommended by a Cllr.
See Enclosures

PART B

To note the appraisal with the Town Clerk and feedback from the Town Manager.
To note the approval of the Town Warden 13 probationary period.
To discuss weekend working.

11. To note the next Personnel, Policy & Governance Committee meeting on 13th September 2023 @ 10am in the Town Hall.