

Dear Councillors, you are summoned to attend the meeting of the Personnel Committee, to be held in the Hollies Rear Hall on Wednesday 7 February 2024 at 11.00am.

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: *Emily Curtis* (Clerk)

Dated: 2 February 2024

AGENDA

1. Welcome and Meeting etiquette. Note if anyone wishes to record the meeting
2. To receive any apologies for absence and consider accepting them
3. To receive declarations of interest for items on the agenda and to consider any requests for dispensations
4. To approve as a correct record, the Minutes of the meeting held on the 15 November 2023
5. Exclusion of public and press: To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)
6. To receive an update on matters arising from previous meetings (not on this agenda)
7. To consider the appointing a locum on a zero hours contract to cover the RFO's period of leave
8. To receive an update from the HR Consultant and decide any necessary action
9. To consider the revised RFO Job Description
10. To consider any items for a future agenda
11. To consider the next meeting date – 7 May at 11.00am