

Dear Councillors, you are summoned to attend the meeting of the Personnel Committee, to be held in the Hollies Rear Hall on Thursday 28 November 2024 at 1.30pm.

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:** 20 November 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 31 October 2024
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 review LTC's existing policies:
  - Equal Opportunity Policy
  - Training and Development Policy
  - Dignity at Work/Bullying and Harassment Policy
8. To consider terminating the Neighbourhood Plan Officer role
9. To consider the formation of a new part time role
10. To receive an update on the RFO role and agree any necessary action
11. To receive an update on the RFO Locum and agree any necessary action
12. To review the recruitment process and agree any necessary actions
13. To review the applications for the RFO role and carry out the shortlisting
14. To agree the interview panel for the RFO role
15. To consider any items for a future agenda
16. To consider the next meeting date