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NOTICE IS HEREBY GIVEN that an extraordinary meeting of the Personnel Committee is to be held **Tuesday 23rd April 2024 at 7:15pm** in the Valley Ridge Community Centre

The business to be transacted at this meeting is set out below

D Martin

Personnel Committee Chairman
Wednesday 17th April 2024

AGENDA

012/PR/2324. Apologies:

- a. To note apologies received
- b. To approve any reasons for absence

013/PR/2324. To Note any Declarations of Interest:

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests.
- b. To approve dispensation requests

014/PR/2324. Meeting Minutes

- a. To approve minutes of the extraordinary meeting of the Personnel Advisory Committee held 13th November 2023 as a true and accurate record of that meeting.

015/PR/2324. Committee Terms of reference

- a. To consider and recommend to full council to approve the proposed amendments to the Personnel Committee terms of reference.

016/PR/2324. Personnel Policies

- a. To consider and recommend to full council to approve the proposed amendments to the appraisal policy.
- b. To consider and recommend to full council to approve the proposed amendments to the training policy.
- c. To consider and recommend to full council to approve the proposed amendments to the annual leave request form.

017/PR/2324. Next Meeting

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting
- b. To consider date of next meeting of Personnel Committee