



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT number: 830 7558 23**

Dear Committee Member,

You are hereby summoned to a meeting of the **Personnel Committee** meeting **Monday 22nd July 2024** at **7pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (entrance via Websters Way) for the transaction of business as set out below. The press and public are welcome to attend.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'EK'.

Elaine Ketley  
Town Clerk  
17th July 2024

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Councillors: V Wilson, M Vernon, M O'Leary, S-J Page, D Balding, J Newport, C Roe, J Lumley, R Lambourne

## **AGENDA**

### **PER 44/24 Election of Chair.**

### **PER 45/24 Election of Vice-Chair**

### **PER 46/24** Those present and apologies for absence.

**Motion.** The council to record and accept apologies for absence.

### **PER 47/24 Declaration of members' interests**

Members of the Council are subject to paragraphs 6 (DPs), 7 (Other pecuniary interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

### **PER 48/24 Public Forum**

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

### **PER 49/24 Minutes of the previous meeting**

**Motion.** The minutes of the previous meeting are approved as a true record.

**PER 50/24 Closure of meeting to press and public.**

**Motion.** In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session.

**PER 51/24 Role of Chair**

**PER 52/24 Member Officer Protocol**

**PER 53/24 Training**

- Councillors
- Staff

**PER 54/24 Apprenticeship Update**

**PER 55/24 Work Experience Update**

**PER 56/24 Staff Workload Update**

**PER 57/24 Open the meeting to press and public.**