



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Committee Member,

You are hereby summoned to a meeting of the **Personnel Committee** meeting **Monday 23rd September 2024 at 6.30pm** 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 until the closed session.

Yours sincerely,

Elaine Ketley
Town Clerk
18th September 2024

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

AGENDA

PER 58/24 Those present and apologies for absence.

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

PER 59/24 Declaration of members' interests

Members of the Council are subject to paragraphs 6 (DPIs), 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 60/24 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 61/24 Minutes of the previous meeting

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

PER 62/24 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 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 63/24 Terms of Reference

To agree new terms of reference for the Personnel Committee.

PER 64/24 Workload and Additional Hours

PER 65/24 Councillor Training

To note and confirm that group and individual Councillor training has taken place with costs to be taken from Councillor Training Ear Marked Reserve. Further Councillor training to be considered.

PER 66/24 Work Experience Application

An application has been received for December 2024.

PER 67/24 Apprentice Interview

Applicants to be interviewed on Friday 4th October.

PER 68/24 Open the meeting to press and public.