



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 on **Tuesday 18th February 2025** at **11.00am** 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,

A handwritten signature in blue ink that reads "K Hardy".

Karen Hardy
Deputy Town Clerk

12th February 2025

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

AGENDA

PER 76/24 Those present and apologies for absence

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

PER 77/24 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 78/24 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 79/24 Minutes of the previous meeting

Motion. The minutes of the previous meeting held on 6th January 2025 are approved as a true record

PER 80/24 HR Training

To consider a quote from Worknest for specific HR training for the Personnel Committee and for other members of the Council, if possible

Motion. To make a recommendation to full Council based on the quote received and budget available that the training should be undertaken

PER 81/24 Job Evaluation and Policy Review

To consider a quote from Worknest for Job Evaluation to include but not necessarily limited to review of the job descriptions, appraisals, roles and responsibilities and contracts of employment for the town council personnel. Also, a quote from Worknest to review personnel policies covering but not necessarily limited to sickness absence, grievance, equalities, discipline and health and safety

Motion. To make a recommendation to full Council based on the quotes received and budget available that the Evaluation and Review should be undertaken

PER 82/24 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 83/24 Report on the absence from the office of the Town Clerk

To receive and consider an update report on the current situation regarding the Town Clerk and to consider any relevant action to be taken

Motion. To recommend any necessary actions to full Council

PER 84/24 Report on the allocation of duties in the office

To receive and consider an update report on the current allocation of duties in the office during staff absences

Motion. To recommend any necessary actions to full Council