

AGENDA

Meeting: Personnel Committee
Date: Wednesday 15 September 2021
Time: 19:00
Place: Hawkinge Community Centre

1. APPOINTMENT OF CHAIRMAN
2. DECLARATION OF ACCEPTANCE OF CHAIRMAN
3. APPOINTMENT OF VICE CHAIRMAN
4. DECLARATION OF ACCEPTANCE OF VICE CHAIRMAN
5. APOLOGIES FOR ABSENCE

6. DECLARATIONS OF INTEREST

Members of the Council should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda.

Disclosable Pecuniary Interests (DPI) under the Localism Act 2011; the nature as well as the existence of any such interest must be declared.

Other Significant Interests (OSI) under the Kent Code of Conduct adopted by the Town Council on 12 September 2012; the nature as well as the existence must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

7. EXCLUSION OF THE PUBLIC

To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

8. TERMS OF REFERENCE

A copy of the terms of reference for the Personnel Committee was circulated.

RECOMMENDATION: To receive and adopt the Terms of Reference

9. KALC DISCIPLINARY POLICY

A copy of the KALC Disciplinary Policy was circulated for review.

10. KALC GRIEVANCE POLICY

A copy of the KALC Grievance Policy was circulated for review.

11. SICKNESS POLICY

A copy of the Sickness Policy was circulated for review.

12. EXTRACT FROM THE GREEN BOOK

A copy of the extract from the Green Book was circulated for review.

13. EXPENSES POLICY

A copy of the Expenses Policy was circulated for review.

Tina Wiles
Town Clerk