

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



AGENDA

Meeting: Personnel Committee
Date: Wednesday 2 February 2022
Time: 18:00
Place: Hawkinge Community Centre

1. APOLOGIES FOR ABSENCE

2. 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.

3. MINUTES

To consider and approve as a correct record the minutes of the meeting held on 1 December 2021.

4. 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.

5. SOCIAL MEDIA AND IT

A draft of the Social Media and IT policy for the HTC will be circulated before the meeting.

6. CAPABILITY

A draft of the Capability policy for the HTC will be circulated before the meeting.

7. CONDUCT

A draft of the Conduct policy for the HTC will be circulated before the meeting.

8. WHISTLEBLOWING

A draft of the Whistleblowing policy for the HTC will be circulated before the meeting.

7. WORKING FROM HOME

A draft of the Working from Home policy for the HTC will be circulated before the meeting.

9. RECRUITMENT

To discuss and agree the schedule for recruitment of an Administration Officer.