

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



AGENDA

Meeting: Personnel Committee
Date: Tuesday 3 May 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 2 March 2022.

4. ALCOHOL AND DRUGS MISUSE POLICY

A draft of the Alcohol and Drugs Misuse policy for the HTC will be circulated before the meeting.

5. DIGNITY AT WORK – BULLING AND HARRASSMENT STATEMENT

A draft of the Dignity at Work – Bulling and Harassment statement for the HTC will be circulated before the meeting.

6. DISCLOSURE AND DISCLOSURE INFORMATION POLICY

A draft of the Disclosure and Disclosure information policy for the HTC will be circulated before the meeting.

7. EQUAL OPPORTUNITIES

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

8. MEDIATION POLICY

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

9. 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.

10. RECRUITMENT

To discuss the interview and appointment of an Administration Assistant.