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To: All Members of the Personnel Committee (Councillors Dave Biddleston, Deb Cooper (Chairman), Andy McGuinness (Vice-Chairman), Brian Simmons, Allan Sinclair & Andy Wait.

Dear Councillor

You are invited to participate in an **Extraordinary REMOTE MEETING OF PERSONNEL COMMITTEE** on **Thursday 25th February 2021** to commence immediately following the **Ordinary Personnel Committee** meeting that starts at 7.30pm. The joining details below are the same

Signed on 19th February 2021

By Cllr Deb Cooper, Chair Personnel Committee

This meeting is open to Members of the Public. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/87261849013?pwd=ZEhSVlJ2ZGIEY1VwempINVhvb1NpUT09>

Meeting ID: 872 6184 9013

Passcode: 693121

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

AGENDA

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

3. DISPENSATIONS

4. PUBLIC PARTICIPATION

5. DATE OF NEXT MEETING

To be arranged

6. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Items 8 onwards are to progress staffing issues.

7. GRIEVANCE MEETING

To discuss the format of the grievance meeting held on 4th February 2021

8. MEDIATION

To discuss progress with mediation services

9. NEXT STEPS REPORT

To review the content of draft Next Steps Report for submission to Town Council

10. RESPONSE TO EMPLOYEE

To consider the formal response to be sent to the employee and their representative

11. RESPONSE TO OTHER PARTIES

To consider the formal response to be sent to any other parties

12. DELEGATION OF AUTHORITY

To approve the Chair contact Ellis Whittam to update on progress