S O U T H B O R O U G H T O W N C O U N C I L

# LocumTown Clerk

Tel: (01892) 529176

Southborough Civic Centre, Council Offices, 137, London Road, Southborough, Kent TN4 0NA

 12th July 2024

# PERSONNEL COMMITTEE

## TO: MEMBERS OF THE PERSONNEL COMMITTEE: Councilor’s J Frances, Lewis, Poile, I Kinghorn to: All other elected Members for information.

You are summoned to attend a **PERSONNEL COMMITTEE** meeting on **Monday 15th July 2024** at **6.00 p.m.** to be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

## Seating for the public will be allocated on a first come-first-serve basis and cannot be guaranteed. If you intend to attend the meeting in person, please advise the Clerk at finance@southboroughcouncil.co.uk or call 01892 529176.

Members of the public may speak under the Public Open Session as long as 24 hours’ notice of their wish to do so has been given to the Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

 Steve Nash

 S. Nash

 Locum Clerk

**AGENDA**

1. **APOLOGIES AND REASON FOR ABSENCE**
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**

Members who have a Disclosable Pecuniary or Other Significant Interest within the meaning of the Kent Code of Conduct 2012 in any matter appearing on the agenda, are invited to declare that interest at this stage and sign the register accordingly.

## PUBLIC OPEN SESSION

Standing Order 3(d). Members of the public may speak under this item as long as 24 hours’ notice of their wish to do so has been given the Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

[www.southborough-tc.gov.uk](http://www.southborough-tc.gov.uk/) Email:Finance@southboroughcouncil.co.uk.

## MINUTES OF THE MEETINGS

The minutes of previous meetings N/A

## CONFIDENTIAL MATTERS

It is proposed that during the consideration of the following items the public and

press shall be temporarily excluded (Standing Order 3 (c)): -

“Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion**.**”

These items are considered confidential for the following reason(s) Information relating to the financial and personnel affairs of the Council.

1. **OCCUPATIONAL THERAPY REPORT**

To review the report and approve recommendations contained within (hard copy only)

1. **DEPUTY CLERK REPORT**

To approve suggestions contained within the report (See attached)

1. **CLOSE OF MEETING**