



FLITWICK TOWN COUNCIL

Ref: Agenda/Personnel – 07.08.2023

2nd August 2023

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the **Personnel Meeting of Flitwick Town Council** that will take place on **Monday 7th August 2023** at the Rufus Centre, Steppingley Road, Flitwick and **via Virtual access**, commencing at **7.30pm** in order to transact the under mentioned items of business.

Please click the below link to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmQ2OWZkNTYtNjlkZi00NDNmLTg3M2UtOWQ4YmJkMTFiNTg0%40tbread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22b747e50e-8945-4643-9247-703d39bcb005%22%7d

Yours faithfully

S. Stanley

Stephanie Stanley

Distribution:

Cllr A Snape
Cllr K Badham
Cllr I Blazeby
Cllr J Roberts

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST**

5. **CHAIRMANS ANNOUNCEMENTS**
6. **PUBLIC OPEN SESSION**
7. **MEMBERS QUESTIONS**
8. **MINUTES**
9. **MATTERS ARISING**
10. **PUBLIC OPEN SESSION**
11. **ITEMS FOR CONSIDERATION**
12. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

- a. Minutes & Recommendations
- b. Community Services Assistant
- c. Staff Structure/Review
- d. Employee Handbook
- e. Business & Facilities Manager
- f. Staff Development Day
- g. Staff Recognition
- h. Officer Update

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.