

DEREHAM TOWN COUNCIL

4th February 2020

At a meeting of the **Personnel** Committee held in the Assembly Rooms on Tuesday 4th February 2020.

Present Councillors S Green (Chairman), A Brooks, H Clarke (substitute for Councillor C Bunting), K Grey, A Grey (substitute for H King), L Monument,

Also present: Councillor H Bushell and Town Clerk Tony Needham.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillors C Bunting and H King.

2. **Declaration of Interest.**
There were no declarations of interest.

3. **Exclusion of Press & Public**

Proposed by Councillor S Green seconded by Councillor L Monument it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

4. **To consider risks associated with levels of office staff.**
The Clerk presented a report to the committee detailing the risks and options.
The only consensus was that an occupational health assessment should be authorised.

5. **Update on levels of sickness**
The Clerk presented a report on sick leave and it was agreed that for self-certified sick days all members of staff should ring either the Clerk or Deputy Clerk before 9am rather than send emails, texts or leaving a message on the answer machine.

Chairman