

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 17 January 2018 at 7.00pm in the Sandbach Literary Institution.

This meeting will be clerked by Ann Banks.

Please register apologies with Ann by 6pm on the day of the meeting.

1. EXCLUSION OF PUBLIC AND PRESS

Action: To determine which items of the Personnel Committee Meeting should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in relation to any item on the agenda.

4. MINUTES OF THE MEETING HELD

[Attached: Minutes]

To approve the minutes of the Personnel Committee meeting held on 27 September 2017.

5. CHANGES TO JOB DESCRIPTION – TOWN CLERK

[Attached: Revised Job Description]

Lead: Chair of Finance, Policy and Governance

Action: i) To note additional responsibility and impact on capacity.
i) To recommend amended Job Description to Council for approval.

6. INTERIM PDP REVIEWS (6 MONTH)

[Attached: Summary of Reviews]

Lead: Town Clerk

Action: To note the position and receive report.

7. HEALTH AND SAFETY EMPLOYEE HANDBOOK AS REVISED BY WIREHOUSE

[Attached: Revised Employee Handbook (2016)]

Lead: Town Clerk

Action: To recommend the revised Health and Safety Handbook to Council for adoption.

8. EMPLOYEE HANDBOOK AS REVISED BY WIREHOUSE

[Attached: Revised Employee Handbook (2017)]

Lead: Town Clerk

Action: To recommend the revised Handbook to Council for adoption.

9. CONTRIBUTION TOWARDS EYE TEST AND GLASSES FOR DSE USERS

[Attached: Revised (not adopted) Health and Safety Employee Handbook, Section Welfare and Workplace Safety]

Lead: Town Clerk and Chair of Personnel

Deferred from the meeting held on 27 September 2017

Action: to agree to make a financial contribution towards eye tests and prescription lenses required for DSE use.

10. USE OF COUNCIL VEHICLE

[Attached: Report]

Lead: Town Clerk

Action: i. That Council approve personal use of the council's van, subject to availability.
ii. That the above agreement is on the basis of fully documented and approved borrowing.

11. ANNUAL LEAVE

Lead: Town Clerk

Action: To explain the allocation for booking/approving annual leave.

12. BUSINESS DELIVERY

Lead: Town Clerk

Action: To follow up discussion with Mrs J Weaver of ChALC regarding the use of Working Groups.

13. ITEMS FOR NEXT MEETING

14. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee will take place on Wednesday 21 March at 7pm.