

# AGENDA

## PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 27<sup>th</sup> June at 10.00am in the Sandbach Literary Institution.

- 1. APOLOGIES FOR ABSENCE**
- 2. APPOINTMENT OF CHAIRMAN**  
To appoint Committee Chairman.
- 3. APPOINTMENT OF VICE-CHAIRMAN**  
To appoint Committee Vice-Chairman.
- 4. TERMS OF REFERENCE**  
[Draft Terms of Reference attached]  
To agree Terms of Reference and recommend adoption by Sandbach Town Council.
- 5. ADMINISTRATIVE ASSISTANT/RECEPTIONIST**  
[Report attached]  
To approve the appointment of Sheron Clarke as Administrative Assistant/Receptionist.
- 6. CONTRACTS OF EMPLOYMENT (T&C'S)**
  - 6.1 Sandbach Town Council current Staff – verbal position statement
  - 6.2 Transferring in Staff and CEC Harmonisation contracts
  - 6.3 Future harmonisation of STC/CEC Terms and Conditions.
- 7. EMPLOYEE HANDBOOK**  
[Draft Handbook v.1 attached]  
To recommend to STC the adoption of the attached Employee Handbook.
- 8. CLERK LINE MANAGEMENT**  
To determine the membership of the Line Management panel.
- 9. REVIEW OF STAFFING STRUCTURE**  
To diarise the commencement of the Structure review (Oct – Dec 2012)
- 10. DATE, TIME AND PLACE OF NEXT MEETING**  
The next meeting of the Personnel Committee to be confirmed.

---

### **EXCLUSION OF PUBLIC AND PRESS**

Due to the personal nature of items to be discussed, members of the public and press will not be admitted to the meeting under the 'Public Bodies Admissions to Meetings Act 1960'.