

# AGENDA

## PERSONNEL COMMITTEE

Agenda for the meeting to be held on Tuesday 4 December 2012 at 10.00am in the Sandbach Literary Institution.

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

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

**3. APPOINTMENT OF VICE-CHAIRMAN**

**4. MINUTES OF THE MEETING HELD 26 OCTOBER 2012**

[Attached: Minutes]

To approve the minutes of the Personnel Committee meeting held on 26 October 2012.

**5. PERSONNEL COMMITTEE TERMS OF REFERENCE**

[Attached: Draft Terms of Reference v.3]

To approve inclusion of point 23, in respect of the placement of volunteers.

**6. VOLUNTEER**

[Attached: Report]

To agree to extend term of volunteer placement.

**7. CAPABILITY PROCEDURE**

[Attached: Draft Procedure]

To approve the capability procedure, to be effective immediately.

**8. DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting of the Personnel Committee will be held on Wednesday 6 February 2013 at 10.00am.

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### **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'.