

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Thursday 4 October 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 19 JULY 2018

[Attached]

Action: *To approve the minutes of the Personnel Committee meeting held on 19 July 2018.*

5. RESPONSE TO STAFFING SURVEY – ACTION PLAN

[Attached: Action Plan
Grievance Paper]

Relevant Links: ACAS Employee Guide to Bullying:

<http://www.acas.org.uk/media/pdf/r/l/Bullying-and-harassment-at-work-a-guide-for-employees.pdf>

ACAS Employer Guide to Bullying:

<http://www.acas.org.uk/media/pdf/c/j/Bullying-and-harassment-in-the-workplace-a-guide-for-managers-and-employers.pdf>

Action: *To review actions*

6. OPERATIONS MANAGER

[Attached: Letter of Resignation]

Action: *To note the letter of resignation.*

7. STAFFING STRUCTURE REVIEW

[Sent as an email attachment for ease of reference: Discussion Document]

Action: *To consider options for the delivery of the Operations Manager role.*

8. REAL LIVING WAGE

[Attached: Statement of UK Wage Rates]

Action: *To agree that this will be considered as part of the Organisational Review.*

9. ITEMS FOR NEXT MEETING

To List items for inclusion on the next Personnel Committee agenda.

10. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee to be announced.