

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 11 July 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 14 JUNE 2018

[Attached]

Action: *To approve the minutes of the Personnel Committee meeting held on 14 June 2018.*

5. TERMS OF REFERENCE

[Attached: Terms of Reference]

Action: *To review Terms of Reference.*

6. PUBLICATION OF MINUTES

Action: *To clarify what goes into the public domain.*

7. EMPLOYEE HEALTH AND SAFETY HANDBOOK

[Emailed: Revised Handbook and list of changes]

Action: *To note the revised Employee Health and Safety Handbook and new Health and Safety Management System which will be presented to Council for adoption.*

8. STAFF SURVEY REVIEW AND ACTION PLAN

[Attached: Condensed Summary of Free-Text]

Action: *i) To review the summary.*

ii) To agree an action plan.

9. CONDUCT ISSUES – IMPLEMENTATION PLAN

Deferred from last meeting

[Attached: Implementation Plan]

Action: *To consider next steps.*

10. STC ESTABLISHMENT

[Attached – Staffing Structure]

Action: i) *To note the current establishment.*

ii) *To ensure that all staff are paid in accordance with the Living Wage (£7.83 +25 years).*

11. ITEMS FOR NEXT MEETING

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

12. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee will be held on Wednesday 20 March 2019 or at 7pm at the SLI – or at a date to be announced.