

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 5 July 2017 at 7.00pm in the Sandbach Literary Institution.

1. APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN

2. 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].

3. APOLOGIES FOR ABSENCE

4. 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.

5. MINUTES OF THE MEETING HELD

[Attached: Minutes]

To approve the minutes of the Personnel Committee meeting held on 22 March 2017.

6. CO-OPTION TO COMMITTEE

Action: To co-opt Cllr G Merry to the Committee.

7. ORGANISATION (STAFFING) REVIEW

[Attached: Draft Terms of Reference, Report, Staffing Structure, Job Descriptions (as appropriate)]

Actions:

- i) To approve Working Group Terms of Reference
- ii) To recommend to Council reviewed Staffing Structure.
- iii) To recommend to Council changes to Job Descriptions

8. ITEMS FOR NEXT MEETING

- i) Contribution towards eye test and glasses for VDU users.

9. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee will take place on Wednesday 27 September at 7pm.