

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 19 September 2017 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

[Attached: Minutes]

To approve the minutes of the Personnel Committee meeting held on 5 July 2017.

5. CO-OPTION TO COMMITTEE

Action: To co-opt Cllr K Haines to the Committee.

6. ORGANISATION (STAFFING) REVIEW

[Attached: Report to STC, Minutes of Working Group, Staffing Structure, Job Descriptions (as appropriate)]

Actions:

i) To recommend to Council reviewed Staffing Structure.

ii) To recommend to Council changes to Job Descriptions

7. HEALTH AND SAFETY EMPLOYEE HANDBOOK AS REVISED BY WIREHOUSE

[Attached: Revised Employee Handbook (2016)]

Action: To recommend the revised Handbook to Council for adoption.

8. CONTRIBUTION TOWARDS EYE TEST AND GLASSES FOR DSE USERS

[Attached: Revised (not adopted) Health and Safety Employee Handbook, Section Welfare and Workplace Safety]

Action: to agree to make a financial contribution towards eye tests and prescription lenses required for DSE use.

9. ITEMS FOR NEXT MEETING

10. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee will take place on Wednesday 16 November at 7pm.