

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 3 April 2013 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 and non-pecuniary interests in relation to any item on the agenda.

3. MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2013

[Attached: Minutes]

To approve the minutes of the Personnel Committee meeting held on 6 February 2013.

4. TERMS OF REFERENCE

[Attached: Amended Terms of Reference

Lead: Clerk

Action: *To approve the amended Terms of Reference.*

5. EMPLOYEE DATA

[Attached: Employee Data Record]

Action: *To note the Employee Data Record.*

6. OPERATIONAL REVIEW

[Attached: Report of the Operations Manager]

Lead: Operations Manager (invited to the meeting for this item only)

Action: *To make comment and note the report, before its presentation to Council on 25 April 2013.*

7. PERFORMANCE AND DEVELOPMENT PROCEDURE

[Attached: Performance and Development Procedure]

Lead: Clerk

Action: *To agree the Performance and Development Procedure.*

8. EMPLOYEE HANDBOOK

[Attached: Employee Handbook, Policies and Procedures]

Lead: Clerk

Action: *To agree the Employee Handbook, Policies and Procedures.*

9. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee is to be announced.

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'.