

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Friday 30 July 2021 at **5.00pm**
in the **Ballroom, Sandbach Town Hall.**

This meeting will be clerked by Mark Bailey

Please register apologies with Mark by 4pm 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 PREVIOUS MEETING

The minutes of the previous meeting of the Committee are presented for approval.

5. FLEXIBLE RETIREMENT

[Attached: Report from Chair of Personnel]

Lead: Chair of Personnel

Action: To complete this action with the change in duties and hours to commence on 31st August 2021, following the staff Member's Annual Leave.

6. STAFF INCREMENTS

[Attached: Report from Chair of Personnel]

Lead: Chair of Personnel

Action: To approve the appropriate increments in line with the report, following staff appraisals.

7. TEMPORARY APPOINTMENT OF MARKET MANAGER

Lead: Chair of Personnel

Action: To approve the temporary contract for Mr R Nixon to commence as soon as possible for a period of 6 months.

8. CONTRACT FOR MEMBER OF STAFF

[Contract to follow]

Lead: Chair of Personnel

Action: To approve the contract.

9. STAFFING UPDATE

Lead: Chair of Personnel

Action: To receive progress report.

10. STAFFING REVIEW

Lead: Chair of Personnel

Action: To discuss sharing the review with Members of staff.

11. CORRESPONDENCE

There is none.

12. ITEMS FOR NEXT MEETING

13. DATE, TIME AND PLACE OF NEXT MEETING

TBC