

# AGENDA

## PERSONNEL COMMITTEE

Agenda for the meeting to be held on Wednesday 15 September 2021 at **7.00pm**  
in the **Charter Room, 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. UPDATE ON THE TOWN CLERK**

Lead: Interim Town Clerk

Action: To receive the update and agree further actions as required.

### **6. UPDATE ON STAFF RETIREMENT**

Lead: Interim Town Clerk

Action: To review and make recommendation to Council

### **7. CONFIRMATION OF NEW CONTRACTS**

Lead: Chair of Personnel

Action: To note update

### **8. CONFIRMATION OF STAFF INCREMENTS**

Lead: Chair of Personnel

Action: To note update

**9. ROLE REVIEW/RECRUITMENT**

[Briefing paper to follow]

Lead: Interim Town Clerk

Action: To receive and agree further actions as required.

**10. ATTENDANCE OF ATC AT MEETINGS**

Lead: Interim Town Clerk

Action: To receive update and agree further actions as required.

**11. SUPPORT FOR FINANCE OFFICER**

[Attached: Report]

Lead: Chair of Personnel

Action: To resolve to agree the recommendations outlined in the report.

**12. EQUALITY POLICY**

Lead: Chair of Personnel

Action: To agree further actions as required

**13. POTENTIAL TRAINING REQUIREMENTS**

Lead: Chair of Personnel

Action: To agree requirements that to help inform the 21-22 budget setting process.

**14. AIR PURIFICATION IN STC OFFICES**

Lead: Chair of Personnel

Action: To agree further actions as required

**15. CORRESPONDENCE**

There is none.

**16. ITEMS FOR NEXT MEETING**

**17. DATE, TIME AND PLACE OF NEXT MEETING**

The next Personnel Meeting will take place on the 16<sup>th</sup> March 2022 at 7pm in Sandbach Town Hall.