

Our Ref: MD

06 June 2017

To: All Members of the Personnel Committee
(Councillors Mrs Banevicius, Mrs Constable (Committee Chairman), Humphreys and Mrs Shingler)

CFI: Councillors Mrs Evans, Councillor Mrs Tranter

Dear Councillor

PERSONNEL COMMITTEE

You are invited to attend a meeting of the **Personnel Committee to be held in the Small Meeting Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Monday 12 June 2017 commencing at 6.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Chief Executive Officer

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 06 March 2017 (Minute Nos. 24 - 31) (**ENCLOSURE NO. 1**).

4. DRAFT EMPLOYEE HANDBOOK (ENCLOSURE NOS. 2A-2U)

5. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

6. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Notes of a Meeting of the Personnel Committee held on 06 March 2017 (Minute Nos. 28 - 31) (**ENCLOSURE NO. 3**).

7. STAFF TOIL RECORD TO 02 JUNE 2017 (ENCLOSURE NO. 4)

8. TOIL ISSUES

The Committee Chairman, Cllr Mrs Constable will speak on this item.

9. STAFF ISSUE (ENCLOSURE NO. 5)