

Our Ref: MD

27 November 2014

To: All Members of the Personnel Committee
(Councillors Mrs Banevicius (Committee Chairman), Campbell, Constable, Mrs Evans, Mrs Fisher and Isaacs)

Dear Councillor

PERSONNEL COMMITTEE

You are invited to attend a meeting of the **Personnel Committee at the Town Council's Offices on Monday 01 December 2014 commencing at 9.30 a.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. ELECTION OF COMMITTEE CHAIRMAN

To elect a Chairman for the meeting due to Councillor Mrs Banevicius having tendered her apologies for absence.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

4. MINUTES

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 13 October 2014 (Minute Nos. 12 - 17) (**ENCLOSURE NO. 1**).

5. HR POLICIES (REVISED)

To consider revisions recommended by the Town Council's solicitor on the following policies:

- Adoption Leave Policy (**ENCLOSURE NO. 2**)
- Bullying and Harassment at Work: Policy and Procedure (**ENCLOSURE NO. 3**)
- Capability Procedure (**ENCLOSURE NO. 4**)
- Disciplinary Procedure (**ENCLOSURE NO. 5**)
- Equal Opportunities Policy (**ENCLOSURE NO. 6**)
- Maternity Policy (**ENCLOSURE NO. 7**)
- Parental Leave Scheme (**ENCLOSURE NO. 8**)
- Paternity Leave Policy (**ENCLOSURE NO. 9**)
- Sickness and Absence: Guidance for Employees (**ENCLOSURE NO. 10**)

6. 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.

7. MINUTES

To approve as a correct record the Confidential Minutes of a Meeting of the Personnel Committee held on 13 October 2014 (Minute Nos. 15 - 17) (**ENCLOSURE NO. 11 - PINK**).

8. STAFFING MATTERS (ENCLOSURE NO. 12 – PINK)

9. CONFIDENTIAL NOTES OF A MEETING OF THE STAFFING STRUCTURE REVIEW WORKING GROUP (ENCLOSURE NO. 13 – PINK)