

Our Ref: MD

22 February 2017

To: All Members of the Personnel Committee
(Councillors Mrs Constable, Drinkwater, Mrs Rigby (Committee Chairman), Mrs Pullen and Mrs Shingler)

CFI: Councillors Mrs Evans and Mrs Fisher

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 06 March 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 05 December 2016 (Minute Nos. 18 - 23) (**ENCLOSURE NO. 1**).

4. DRAFT EMPLOYEE HANDBOOK (PREVIOUSLY DISTRIBUTED)

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. ADDITIONAL HOURS WORKED BY STAFF ON TRAINING OUTSIDE NORMAL HOURS (ENCLOSURE NO. 2)

7. DIRECT SERVICES MANAGER (ENCLOSURE NO. 3)

8. STAFF TOIL RECORD TO 17 FEBRUARY 2017 (ENCLOSURE NO. 4)