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**MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL**

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 1<sup>st</sup> September 2015 at 6.30pm

**PRESENT:** Cllr R Harrison\*      Cllr D Mills      Cllr D Walker      Cllr A Clegg  
Cllr M Wilkinson      Cllr B Nair      Cllr G Graham      Cllr J Nicholson  
Cllr W Nixon      Cllr J Charlton

\*Chairman

**OFFICERS:** Brian Hall (Community Services Officer)  
Nicola James (PA to the Town Clerk)

**IN ATTENDANCE:** Cllr D Tully

**PC.26-15      APOLOGIES**

Apologies received from Councillors L Elliott and L Marshall were accepted by the Committee.

**PC.27-15      DECLARATIONS OF INTEREST**

Cllr Charlton declared an interest as a member of Durham County Council.

**PC.28-15      PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman asked if Members would please address the Chair before they spoke on an item.

**PC.29-15      PUBLIC PARTICIPATION**

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

**PC.30-15      CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Planning Committee meeting held on 7<sup>th</sup> July 2015.

**PC.31-15      STAFF CONTRACTS**

Members considered the template from the Town Clerk.

It was **RESOLVED** that the Committee approve the Contract template subject to the following changes:

Item 9.1 – leave number of hours blank

Item 19.2 – apply in writing to the Chair or Vice-Chair if the grievance is regarding the Chair

Item 19.3 – same as above

The contract should be signed by the Chair, Clerk and Employee

**PC.32-15 REVIEW OF COUNCIL OPERATIONS – UPDATE**

Members noted that update from the Town Clerk and were happy with the Town Clerks proposed order of priority to work through the remaining items.

**PC.33-15 APPRAISAL POLICY**

Members were happy with the draft appraisal policy submitted by the Town Clerk subject to the following changes:

The Chair, Vice-Chair and Personnel Committee Chair appraise the Clerk

The Personnel Committee Chair and the Clerk appraise the Civic Hall Manager

**PC.34-15 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 6<sup>th</sup> October 2015, 6.30pm, Stanley Civic Hall