



Stanley Town Council

Stanley Civic Hall, Front Street, Stanley, DH9 0NA
Tel: 01207 299 109

NOTICE OF MEETING

28th May 2015

To Councillors:

R. Harrison (Chair)	D. Walker (Vice Chair)	D. Mills	L. Marshall
A. Clegg	C. Bell	M. Wilkinson	B. Nair
G. Graham	R. Ferris	+ STC Chair	+ STC Vice-Chair

Dear Councillor,

You are hereby summonsed to a meeting of the Personnel Committee of Stanley Town Council to be held at **Stanley Civic Hall**, Front Street, Stanley, DH9 0NA on **Tuesday 2nd June 2015** at **6.30p.m.**

Yours faithfully,

Derek Shingleton
Acting Town Clerk

Please turn off all mobile phones or set to silent mode
Please refer to Policy and Procedure for recording proceedings

Agenda

- 1 APOLOGIES**
To receive apologies for absence.
- 2 DECLARATIONS OF INTEREST**
To declare and notify the Chairman of any items that appear on the agenda in which you may have an interest.
- 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**
To receive announcements to be made by the Chairman or Clerk.

4 PUBLIC PARTICIPATION

- 4.1 To receive representations, answers, evidence or questions from Members of the Public in attendance in respect of any item of business included in the agenda.
- 4.2 To take written questions from the public if submitted ahead of the meeting.

5 MINUTES

To approve the minutes of the Committee Meeting held on 4th December 2014.

TURN OFF RECORDINGS**6 EXCLUSION OF PUBLIC AND PRESS**

In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council now excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

7 STAFFING ESTABLISHMENT

To consider a report from the Acting Town Clerk detailing the current staff establishment.

8 CONTRACTS OF EMPLOYMENT

To consider a report from the Acting Town Clerk, including consideration of the form of contract used.

9 STAFF HANDBOOK

To consider the preparation and content of a Staff Handbook

10 TRAINING REQUIREMENTS

To further consider training needs for eligibility for Grievance, Disciplinary and Appeals Panels and training needs for members and staff

11 CURRENT STAFF ISSUES

To consider an update from the Town Clerk on current staffing issues

12 DATE, TIME AND VENUE OF NEXT MEETING

To be agreed