



STANLEY TOWN COUNCIL

NOTICE OF MEETING

I hereby give notice that a meeting of the Personnel Committee of Stanley Town Council will be held on Tuesday, the 6th October at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL PERSONNEL COMMITTEE

R. Harrison (Chair)	D. Mills	D. Walker	L. Marshall	J. Charlton
A. Clegg	C. Bell	M. Wilkinson	B. Nair	G. Graham
J. Nicholson*	W. Nixon*			

*ex-officio

You are hereby summoned to attend a meeting of the **Personnel Committee of Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 6th October 2015 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
29th September 2015

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

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Personnel Committee meeting held on 1st September 2015.

6 REVIEW OF COUNCIL OPERATIONS - UPDATE

Update from the Town Clerk in relation to the following:

September: Capability & Sickness Absence Management

October: Job Descriptions, Pay & Grading,

November: Bullying & Harassment, Discipline & Grievance

Members are requested to **NOTE** the update from the Town Clerk.

7 SICKNESS ABSENCE POLICY (ATTACHMENT B)

A draft sickness absence policy is attached for discussion by members.

Members are requested to **CONSIDER** the policy and **DECIDE** whether to **RECOMMEND** its adoption to Council.

8 EXCLUSION OF PRESS AND PUBLIC*

***Any members recording the proceedings must stop at this point.**

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

9 APPONTMENT OF EVENTS MANAGER

Members to **REVIEW** the applications received for the post of Events Manager and **DETERMINE** the process to be followed for recruitment. Documents will be tabled at the meeting.

10 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 3rd November 2015, 18.30 at the Civic Hall

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.