



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 12th January 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 12th January 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
6th January 2016

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 December 2015.

6 ABSENCE MANAGEMENT POLICY (ATTACHMENT B)

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

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

7 SPECIAL LEAVE POLICY (ATTACHMENT C)

A draft special leave policy is attached for discussion by members.

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

8 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 2nd February 2016, 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.