

8th October 2009

Dear Councillor,

Personnel Committee – Wednesday 14th October 2009

You are requested to attend a meeting of the Personnel Committee, to be held at Congleton Town Hall on Wednesday 14th October 2009 at 6.30 pm

Yours sincerely,

TOWN CLERK

AGENDA

1. Apologies for absence. (Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).
2. Minutes

To confirm the minutes of the meetings held on the 23rd June 2009 & 18th August 2009.
(Copies attached)
3. Declarations of Interest

Members are requested to declare both “personal” and “personal and prejudicial” interests as early in the meeting as they become aware of it.
4. Outstanding Actions

None
5. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

6. Health and Safety Risk Assessment at Town Hall/Offices

To consider the Action Plan following the 2009 Risk Assessment (copy enclosed)

7. Review of Health and Safety Performance

The Change Management Consultant will facilitate a discussion

8. Review of the Equalities Policy

The Change Management Consultant will facilitate a discussion (Copy of Policy in Constitution)

9. 2009/10 National Pay Award

To consider the national settlement (Copy enclosed)

10. Staffing Report following decisions by Council

To consider a report by the Town Clerk & Change Management Consultant (Copy enclosed)

To Members of the Personnel Committee
 Mayor, Deputy Mayor & Leader of Council
ccs. Other members of the Council for information
 Honorary Burgesses (4) (for information)
 Press (3)