



Councillors are hereby summoned to attend a meeting of Wolverton and Greenleys Town Council Personnel Committee to transact the items of business shown below

Meeting of the Personnel Committee

Monday 2 November 2015 commencing at 6 pm

at the Town Hall, Creed Street, Wolverton, MK12 5LY

Agenda

At the start of the meeting members are requested to put their mobile phones on silent whilst the meeting is in progress. Members of the public and press are warned that because of the nature of the business of this committee they may be excluded from discussion and determination of specific items of business in accordance with relevant legislation

- 1. Election of Chair and Vice-chair**
- 2. Apologies for Absence**
- 3. Declarations of Interest** in any matter on the agenda.
- 4. Public Question Time:** Members of the public to ask questions on any matters dealt with by Personnel Committee. (Questions must be submitted in advance in accordance with the Council's standing orders)
- 5. Minutes:** to approve the minutes of a meeting held on 2 April 2015. (Papers enclosed)
- 6. Terms of Reference of the Committee:** to conduct an annual review of the terms of reference of the committee and make recommendations to full council in the event of any proposed changes
- 7. HR Support Contract:** to confirm renewal of the council's HR Support Contract
- 8. Review of Health and Safety issues:** to receive a report from the Town Clerk on health and safety issues affecting the staff team and to note accident records since the last meeting
- 9. Workloads and establishment costs:** to receive a report from the Town Clerk on current staff workloads and establishment and to consider making any recommendations to full council
- 10. Items of expenditure to be recommended for inclusion in the 2016/17 budget:** to make any recommendations for equipment purchase or other changes which may affect the 2016/17 budget to full council
- 11. Annual review of individual staff terms and conditions:** to review individual staff salaries in line with the terms of their contracts and to make recommendations to full council if appropriate
- 12. Keeping in touch days for staff on maternity leave:** to receive a report from the Town Clerk

Delia Shephard
Town Clerk
Monday 25 October 2015

Checklist

This “checklist” appears on Council and committee agendas as a reminder of implications to be considered when decisions are made:

What powers will the Council be using when carrying out this decision?	
Does the decision have implications for:	
Crime and Disorder?	
The promotion of racial equality and elimination of discrimination?	
Disability discrimination?	
Health and Safety – will a risk assessment be needed?	
Employment legislation?	
Data Protection?	
Is Planning Permission needed?	