

Meeting of the Personnel Committee

Thursday 3rd November 2016 commencing at 6 pm
at the Town Hall, Creed Street, Wolverton, MK12 5LY



Cllrs Saunders, Fasinro, Lerant, Fensome and Gates are hereby summoned to attend a meeting of Wolverton and Greenleys Town Council Personnel Committee to transact the items of business shown below

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**
2. **Election of Vice-Chair**
3. **Apologies for Absence**
4. **Declarations of Interest** in any matter on the agenda.
5. **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)*
6. **Minutes:** to approve the minutes of a meeting held on 7th January 2016. *(Papers enclosed)*
7. **Line Manager reporting-** Agree the line management reporting for the Clerk. *(Papers enclosed)*
8. **Apprenticeship:** Delegate to the Clerk to source a new apprentice before the existing apprentice qualifies for her NVQ Business Level 3 course. *(Papers enclosed)*
9. **Work experience:** Receive the report from the Clerk regarding work experience placements agreed for 2016. *(Papers enclosed)*
10. **Staffing budget 2017/2018:** Submit the proposed budget to Full Council for inclusion in their 2017/2018 budget. *(Papers enclosed)*
11. **Exclude the press and public due to the confidential nature of the business to be discussed.**
12. **Staffing Matters-**To receive a confidential report from the Town Clerk and consider actions arising therefrom. *(Papers enclosed)*

Sally McLellan
Town Clerk
28th October 2016