

ALSAGER TOWN COUNCIL



MEETING: PERSONNEL COMMITTEE

VENUE: TOWN COUNCIL OFFICES, 3 LAWTON ROAD, ALSAGER

DATE: WEDNESDAY 3rd MARCH 2010

TIME: 10.30am

AGENDA

MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS EXCLUDED

NOTE: ENCLOSED DOCUMENTS SHOULD BE TREATED AS STRICTLY PRIVATE AND CONFIDENTIAL.

1. Apologies for Absence

2. Declarations of Interest

Members are requested to declare both personal and prejudicial interests as early as possible in the meeting.

3. Minutes of the Personnel Committee – 7th January 2010

To receive the minutes of the meeting of the Personnel Committee held on 7th January 2010 and to confirm them as a record of the meeting and signed by the Chairman.

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BRINGING

ALSAGER

TOGETHER

4. Town Handyman Service

Applications for the aforementioned post close on Friday 26th February 2010.

- i) To fix a date and time for the interviews
- ii) To agree a list of candidates for interview
- iii) To agree format of interviews
- iv) To agree the new contract for the post

5. Staff – Annual Appraisal

To review the progress following the staff appraisal held on 8th October 2009.

6. Employees Handbook

- i) Further to Min. 09/11 dated 7th January 2010 to agree or otherwise the Employee Handbook.
- ii) To recommend the Equalities Policy for adoption by the Town Council.
- iii) To authorise the Town Clerk to prepare the Operating Procedure based on the Employee Handbook.

NOTE: A copy of the Employee Handbook, with the amendments from the last meeting shown in red, is enclosed and should be treated as Private and Confidential at this stage.