

Dear Sir/Madam,

I am to inform you that a Meeting of the **PERSONNEL SUB-COMMITTEE** will be held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **THURSDAY, 28<sup>th</sup> JANUARY 2016** commencing at **6.30 p.m.**

Yours faithfully,

**Town Clerk.**

### **A G E N D A**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MEMBERS' DISPENSATIONS**

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable pecuniary interests – Section 33 of the 2011 Localism Act.

3. **DECLARATIONS OF INTEREST**

To notify the Chairman of any items that appear in the agenda in which you may have an interest that has not been recorded in the Members Register of Interests.

... 4. **COUNCIL POLICIES**

To consider for approval the following Council Policies:-

- Sickness and Absence Policy (including Sickness Notification Procedure)
- Recruitment Policy
- Annual Leave Procedure
- Dignity at Work Policy
- Disciplinary Policy and Procedure
- Capability Policy and Procedure
- Grievance Policy and Procedure

... 5. **REVIEW OF GRADING STRUCTURE**

To consider the attached report from the HR Advisor.

6. **EXEMPT BUSINESS**

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

... 7. **REVIEW OF CENTRAL ADMINISTRATION SUPPORT**

To consider the attached report from the Management Team.

**MEMBERSHIP OF THE PERSONNEL SUB-COMMITTEE**

Councillors D.G. Atkinson, J. Atkinson, Mrs. B.A. Clare, Mrs. M. Dalton, R.S. Fleming, Mrs. S. Haigh, B. Hall, Mrs. W. Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.