



BINGHAM TOWN COUNCIL

*The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL*

*Tel: 01949 831445
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To: Councillor A. R. Harvey
" Mrs. T. Kerry
" R. Bird
" G. Davidson
" K. Hayes-Heath
" J. Costello
" F. Purdue-Horan

Note: All other Councillors are invited to attend and may take part as permitted by Standing Orders.

17TH May 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** of Bingham Town Council to be held in the **Council Chamber** at **The Old Court House**, Church Street, Bingham, on **Tuesday, 23rd May, 2017**, at **7.15 p.m.**

Yours sincerely,

Mrs J. Riddle
Office Manager

Twinned in friendship with Wallenfels, Bavaria, Germany



BINGHAM TOWN COUNCIL

Meeting of the **Personnel Committee** of Bingham Town Council
to be held on **Tuesday, 23rd May, 2017, at 7.15 p.m.**
in the **Council Chamber** at **The Old Court House, Church Street,**
Bingham.

A G E N D A

- 1. Appointment of Chair.**
- 2. Appointment of Vice Chair.**
- 3. Apologies for Absence and Acceptance.**
- 4. Declarations of Interest.**
- 5. To approve and sign the Minutes of the meeting held on the 18th April, 2017.**
- 6. To consider Matters Arising out of the Minutes of the meeting held on the 18th April, 2017, if any.**
- 7. Employment Policies and Procedures:-**
 - a) Bullying and harassment**
 - b) Whistleblowing**
 - c) Equal opportunities statement**
 - d) Staff Welfare**
 - e) Stress in the workplace**
 - f) Staff handbook**
 - g) Grievance procedures**
 - h) Complaints procedures**
- 8. Performance Reviews – update.**
- 9. Staff Training – update.**
- 10. Payscales.**
- 11. Appointments to Working Groups.**



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12. Confidential Business, including:-

Public Bodies (Admission to Meetings) Act 1960:-

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters will be discussed:-

- 01 DATA PROTECTION**
- 02 UPDATES ON COMPLAINTS AND GRIEVANCES**
- 03 STAFFING ISSUES**