



**BINGHAM TOWN COUNCIL**

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

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To: Councillor Mrs. K. Vallance - Chairman  
" R. Bird  
" Mrs. J. Costello  
" A. Harvey  
" Mrs. S. Hull  
" Mrs. E. Hutchison  
" J. Stockwood

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

22nd February, 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, 28th February, 2017**, at **7.15 p.m.**

Yours sincerely,

Mrs. L. Holland  
Clerk to the Council.

**Note: A meeting of the Planning Committee at 7.00 p.m. precedes the above and a meeting of the Resources Committee at 8.15 p.m. follows the Personnel meeting.**



## **BINGHAM TOWN COUNCIL**

Meeting of the **Personnel Committee** of **Bingham Town Council**  
to be held on **Tuesday, 28th February, 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. Apologies for Absence and Acceptance.**
- 2. Declarations of Interest.**
- 3. To approve and sign the Minutes of the meeting held on the 24th January, 2017.**
- 4. To consider Matters Arising out of the Minutes of the meeting held on the 24th January, 2017, if any.**
- 5. Personnel Policies and Procedures**
  - (a) Lone Worker Policy (Appendix A)**
- 6. Staff Training**
- 7. Christmas Opening Hours**
- 8. Grass Cutting and Ground Staff**
- 9. 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 GRIEVANCE MATTERS**
- 03 STAFFING ISSUES**