

PERSONNEL COMMITTEE

You are invited to attend a meeting of the Personnel Committee to be held at the Town Hall, Nailsworth on Wednesday 8th November 2016. Start at **1pm**

Mrs K Kearns
Town Clerk
2nd November 2016

AGENDA

1. Apologies, Declarations of Interest and Dispensations
2. Confidential items
3. To set a date for inspection of Hazelwood bungalow
4. To discuss the Groundsman's request to make changes to Hazelwood bungalow
5. Consideration of training budget for 2017/18
6. Staff budget for 2017/18
7. To review the following policies and procedures - Disciplinary procedure
 - Equality & Diversity policy
 - Grievance procedure
 - Health & Safety statement
 - Sick/absence policy
8. To discuss office opening hours
9. To set a date and format for the Clerk's appraisal