

WENDOVER PARISH COUNCIL

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Clerk to the Council:
Fiona Lippmann

STAFFING COMMITTEE

To: Cllrs. Mrs Toft-Hunt, Mrs Saunders, Worth, Myers

You are summoned to attend a meeting of the above Committee to be held on:

DATE	27 October, 2008
VENUE	Wendover Memorial Hall, Committee Room
TIME:	10.00 am

*Members are reminded of their duty to consider all items on the agenda with respect to
The Crime and Disorder Act 1998, Human Rights and Race Relations (Amendment) Act 2000.*

Fiona Lippmann
Clerk to the Council

20 October 2008

A G E N D A

- 1. ELECTION OF CHAIR**
To elect a Chairman of the Committee
- 2. APOLOGIES FOR ABSENCE**
To receive and accept any apologies for absence
- 3. MINUTES OF THE MEETING**
To agree the minutes of the meeting held on 25 September, 2008 as a true record
- 4. APPRAISALS**
To agree the appraisal process for members of staff, including appraiser for each member.
- 5. GRIEVANCE PROCEDURE**
To agree a grievance procedure (outline documents to follow)
- 6. DISCIPLINARY PROCEDURE**
To agree a disciplinary procedure (outline documents to follow)
- 7. TRAINING**
To discuss and agree training needs
- 8. SALARIES AND PAYMENTS**
(Due to the confidential nature of the business to be transacted, the press and public will be excluded from the meeting for this item, under the Public Bodies (Admission to Meeting Act 1960).
 - a. To receive the Local Govt. Services pay update 2008/9
 - b. To discuss and agree bonus system for staff members
 - c. To review and agree staff salaries for 2009/10
 - d. To agree and finalise precept requirement
- 9. CHRISTMAS**
To consider a Staff Christmas Function.
- 10. CLOSURE OF MEETING**