

17th October 2023

To: The Chairman and Members of Personnel Committee

Dear Councillor,

You are summoned to attend the meeting of the
Personnel Advisory Committee of Dronfield Town Council to be held on
MONDAY 23rd OCTOBER 2023 at 10:30am
in the Council Chamber at the Civic Hall, Dronfield

Yours sincerely

J Mitchell

Joanne Mitchell
Town Clerk

AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration of interests

3. Exclusion of the Press & Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 section 1 paragraph 2 & the Local Government (Access to Information) Act (due to the sensitive staffing nature of the issues being discussed).

4. Minutes – to be distributed at the meeting

To approve the minutes of the last meeting held on 4th September 2023.

5. Staff Update

To receive a staff update.

6. Health & Safety Audit

To review the proposed Health & Safety Policy, Employee Safety Handbook and General Policy Statement and any associated costs.

7. Date of next meeting

To agree the date of the next meeting.