

24<sup>th</sup> September 2024

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  
**30 September at 11:00am in the Town Clerk's Office at the Civic Hall, Dronfield**

Yours sincerely

*J Mitchell*

Joanne Mitchell  
Town Clerk

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## **AGENDA**

### **1. Appointment of Chair**

To appoint the Chair of the Personnel Advisory Committee.

### **2. Apologies**

To receive apologies for absence.

### **3. Declaration of interests**

### **4. 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).

### **5. Minutes – to be distributed at the meeting**

To approve the minutes of the last meeting held on 25<sup>th</sup> March 2024.

### **6. Staff Update**

To receive a staff update.

### **7. Health & Safety Audit**

To review the actions from the Health & Safety Audit relevant to this committee.

### **8. Violence & Challenging Behaviour Policy**

To review the draft Violence & Challenging Behaviour Policy.

### **9. Stress Management Policy**

To review the draft Stress Management Policy.

### **10. Budget Requirements**

To discuss the budget requirements of the Personnel Committee for 2025 – 2026.

### **11. Date of next meeting**

To agree the date of the next meeting.