



# MANNINGTREE TOWN COUNCIL

Members of the personnel committee of Manningtree Town Council are hereby summoned to attend the personnel committee meeting to be held at The Community Room, Foundry Court, Colchester Road on Wednesday, 4<sup>th</sup> May, 2016 at 2 p.m.

## AGENDA

1. Election of Committee Chairman
2. Apologies for absence
3. Declarations of Interest
4. Open Session. To give members of the public the opportunity to express views or ask questions
5. To discuss and review employee contracts
6. To discuss and agree on an annual review procedure
7. To discuss holiday / sick leave procedure
8. To review the council's grievance procedure
9. To review the council's complaints procedure
10. To review the council's disciplinary procedure
11. To discuss health and safety requirements for the handyman
12. To discuss training requirements for employees and members
13. To discuss equipment required for employees to carry out their duties
14. To consider reply to EALC personnel survey

Signed .....Clerk to the Council

Dated 28<sup>th</sup> April, 2016