



**Chippenham  
Town Council**

Improving  
the quality  
of town life

## **PERSONNEL SUB COMMITTEE**

2<sup>nd</sup> November 2017

To: Councillors:  
Desna Allen  
Teresa Hutton  
Sandie Webb (Chairman)

Richard Bambury  
Nick Murry

Jenny Budgell  
Andy Phillips

Other Members of the Council for information

Dear Councillor

### **MEETING OF THE PERSONNEL SUB COMMITTEE – THURSDAY 9<sup>th</sup> NOVEMBER 2017**

You are summoned to attend a meeting of the Personnel Sub Committee to be held at The Town Hall, High Street, Chippenham on Thursday 9<sup>th</sup> November 2017 commencing at 4.00pm for the transaction of the business given in the agenda attached.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 4pm.

Yours faithfully

Mark Smith MBA LLB (Hons) CMgr FCMI  
Chief Executive

## **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

### **4pm PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

## **AGENDA**

### **PERSONNEL SUB COMMITTEE – THURSDAY 9<sup>TH</sup> NOVEMBER 2017**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.

2. **DECLARATION OF INTEREST**

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

3. **MINUTES**

To approve as a correct record and to sign the draft Minutes of the meeting held on Thursday 9<sup>th</sup> September 2017 (previously circulated).

4. **CHAIRMAN'S ANNOUNCEMENTS**

5. **STAFF SICKNESS ABSENCE LEVELS**

To receive a report from the Head of Finance and Administration on staff sickness absence levels as a comparison with previous years.

6. **TRAINING AND DEVELOPMENT UPDATE AND TO CONSIDER THE PROPOSED TRAINING BUDGET FOR 2018/19**

To receive a report from the Head of Finance and Administration on training and development of staff and councillors at the town council and to consider the proposed training budget for 2018/19.

7. **ORGANISATIONAL CHART OF POSTS AT CHIPPENHAM TOWN COUNCIL**

To receive an organisational chart as at September 2017.

8. **STAFF SURVEY**

To receive a report from the Chief Executive on the results of the recent staff survey and to consider if there are any actions that need to be taken as a result of the information contained in the report.

9. **PROPOSED CHANGE TO THE ESTABLISHMENT LIST AT STANLEY PARK**

To receive a report from the Deputy Chief Executive and Manager of Stanley Park on a proposed new post at Stanley Park and to consider if there are any actions that need to be taken as a result of the information contained in the report.

10. **PROPOSED STAFF BUDGET FOR 2018/19**

To receive a report from the Head of Finance and Administration on the proposed staff budget from 1<sup>st</sup> April 2018 and to consider if there are any actions that need to be taken as a result of the information contained in the report.

11. **EXCLUSION OF THE PUBLIC AND PRESS**

To pass, if considered necessary, the following resolution:

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2.

12. **PROPOSED CHANGE TO THE ESTABLISHMENT LIST AT THE NEELD COMMUNITY AND ARTS CENTRE**

To receive a report from the Deputy Chief Executive and Venues Manager on a proposed amendment to one existing role within the Neeld Community and Arts Centre and to consider if there are any actions that need to be taken as a result of the information contained in the report.

13. **TO RECEIVE AN UPDATE ON ANY MATTERS RELATING TO STAFF WELFARE, DISCIPLINARY, GRIEVANCE OR COMPLAINTS**

To receive a verbal update on the above matters and to consider if there are any actions that need to be taken as a result of the information received.

14. **FUTURE WORK PROGRAMME AND ITEMS FOR FUTURE AGENDAS**

Members are invited to submit items for inclusion on future committee agendas that are within the Committee's remit. Any items submitted at this meeting are not for discussion at this meeting but may be considered for a future date (this does not preclude Members putting forward written motions or recommendations at other times as specified in Standing Orders).

15. **DATE OF NEXT MEETING**

To note that the next meeting of this committee is Thursday 1<sup>st</sup> February 2018.