

Frodsham Town Council



You are hereby invited to attend a meeting of
The Staffing Sub-Committee
To be held on Tuesday 12 December 2017 at 8.00 pm (after the Events Committee)
In Castle Park House, Frodsham

AGENDA

Meeting 1

No	Item
1	Appointment of Chair
2	Appointment of Deputy Chair
3	Apologies for Absence - To note
4	Declarations of Interest - To note
5	Agree TOR for the year To note the Terms of Reference agreed by FTC.
7	Requests from the public to speak
8	Staffing Structure To review the current staffing structure
9	Annual Appraisal
9.1	To agree the process for carrying out Annual Appraisals for all staff.
9.2	To agree the timetable for the Annual Appraisals.
10	Workload
10.1	To discuss methods of monitoring staff workload and hours, and agree actions.
10.2	To discuss the process for managing workloads and agree actions.
11	Recruitment Strategy & procedure To agree the process for staff recruitment and recommend it to FTC on 22 January 2018.
12	Redundancy procedure To agree the process for making staff redundant and recommend it to FTC on 22 January 2018.
13	Staff Handbook To agree a process to review and update the handbook annually.
14	Clerk's Urgent Items To consider any urgent items received since the agenda was published and agree any actions.
15	Date of next meeting
PART B	
16	Confidential Personnel Issues
16.1	If required - to discuss issues confidential to individual members of staff or matters which might impact the staff team.

Members: Cllrs C Ashton, P Martin and M Parker
Reserve Member: Cllr D Critchley