

Frodsham Town Council

You are hereby invited to attend a meeting of
The Staffing Sub-Committee
To be held on Tuesday 10 April 2018 at 7.00 pm
In Castle Park House, Frodsham



AGENDA

Meeting 2

No	Item
17	Apologies for Absence - To note
18	Declarations of Interest - To note
19	Minutes of Meeting 1 – 12 December 2017 To agree and sign as a true record.
20	Requests from the public to speak
21	Annual Appraisal To receive an update on the Annual Appraisals for all staff and to agree any actions
22	Workload
22.1	To receive an update on the development of task-based workload monitoring system.
22.2	To discuss the process for managing workloads and agree actions.
23	Staff Handbook To agree a process to review and update the Staff Handbook.
24	Training Protocol To discuss and agree a Training Protocol and recommend it to P&P.
25	Training Budget To review the training budget following the annual appraisals and agree any changes.
26	Society of Local Council Clerks To agree the membership of SLCC at £215+VAT.
27	Clerk's Urgent Items To consider any urgent items received since the agenda was published and agree any actions.
28	Date of next meeting To be agreed.
PART B	
29	Confidential Personnel Issues 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