

7<sup>th</sup> November 2016

**To Members of the Personnel Committee**

You are hereby summoned to a meeting of the Committee to be held on **Monday, 13<sup>th</sup> November, 2017** at **7.30pm** at Thanet House, 58 London Road, Stroud to conduct the following business.



Helen Bojaniwska  
Town Clerk

**AGENDA**

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To receive questions from members of the public
4. To approve the minutes of the meeting of the Personnel Committee on 31<sup>st</sup> October 2016, previously circulated
5. To resolve in view of the confidential nature of the business to be transacted, that the press and public be excluded from the remainder of the meeting
6. To discuss staff training and development policies
7. To discuss a report on the fundraising role
8. To discuss staffing for an extended information service
9. To approve changes to job descriptions
10. To approve changes to working hours
11. To consider an evaluation of the Town Clerk's pay scale

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and disorder (Section 17); Health and Safety; and Human Rights.