

ST. JUST-IN-PENWITH TOWN COUNCIL

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6 December 2010



STAFFING & PREMISES COMMITTEE

You are hereby summoned to attend a meeting of the Staffing & Premises Committee to be held as follows:-

DATE: MONDAY 13 DECEMBER 2010

TIME: 12.30 P.M.

VENUE: COUNCIL CHAMBER, 1 CHAPEL STREET, ST JUST

Members of the public are also invited to attend Council meetings and are able to address the Council on any item on the public part of the agenda.

Town Clerk

To:

Chairman: Cllr B F Angwin

Vice Chairman: Cllr Mrs S James

Committee

Cllr W F East
Cllr C S McClary

Cllr M Nicholls
Cllr M Thomas

13 DECEMBER 2010

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes

To pass the following resolution:

RESOLVED: That the Mayor signs as a true and accurate record the Minutes of the Meeting of the Staffing & Premises Committee held on 27 September 2010.

4. Policy Documents

To consider the content of the following policy documents for recommendation to the full Council for adoption:-

- Staff Appraisal Scheme
- Grievance Procedure
- Disciplinary Procedure
- Data Protection Policy
- IT Policy

Copies of the draft documents will be made available at the meeting.

5. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

RESOLVED - that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s)