



ALBRIGHTON PARISH COUNCIL

MEETING OF THE PERSONNEL COMMITTEE

16th November 2016 at 11.00 am in the council meeting room

1. Apologies.
2. Minutes of the previous meeting:
 - Minutes of the Albrighton Parish Council Personnel Committee 19th October 2016.
3. Matters arising.
4. To review action points for the Personnel Committee 19th October 2016 - enclosed marked as 'Agenda item 4'.
5. To update members regarding Shropshire Council's HR responses with particular emphasis on annual leave and bank holidays.
6. To update members on the appointment of the 2nd Flyer driver and procedures required before he can begin work.
7. To review a new draft policy for handling complaints and to consider the ACAS standard policies on discipline and grievance procedures – enclosed marked as 'Agenda item 7 i' and 'Agenda item 7 ii'.
8. To review the new draft template for a council training record – enclosed marked as 'Agenda item 8
9. Any other business.
10. Date and time of next meeting.