

# ALBRIGHTON PARISH COUNCIL

## MEETING OF THE PERSONNEL COMMITTEE

19<sup>th</sup> October 2016 at 3.00 pm in the council meeting room

1. Apologies.
2. Minutes of the previous meeting:
  - Minutes of the Albrighton Parish Council Personnel Committee 28<sup>th</sup> September 2016.
3. Matters arising.
4. To report on discussions with Shropshire HR re contracts, annual leave and bank holidays, annual reviews and appointments.
5. To review the position regarding the appointment of a second Flyer driver following a letter of application – enclosed.
6. To review the new template for a council training record and a draft training policy – enclosed.
7. To decide on a programme of annual reviews and which staff are to be involved.
8. Any other business.
9. Date and time of future meeting.