

 ***‘protecting and improving the quality of life***

 ***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Keith Keel**

Committee Members: Cllr Keel (Chairman), Cllr Breeze (Vice-Chairman and Planning), Cllr Clarke (Amenities), and Cllr Parkhurst (Finance).

You are summoned to attend a meeting of the Management and Personnel Committee on Monday 25 September 2017 at 6:00 pm at the Parish Office

**Caroline Higgins**

**Caroline Higgins**

**Clerk/ RFO**  14 September 2017

**AGENDA**

P21.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

P22.17 **DECLARATION OF INTEREST** – *Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members’ interests maintained by the Monitoring Officer.*

P23.17 **MINUTES –** *To approve and sign off the minutes of the Personnel Committee meeting held on Monday 19 June 2017*

P24.17 **TERMS OF REFERENCE** – To consider the draft Terms of Reference for the newly named Management and Personnel Committee, as presented to Full Council on 11 September 2017 as Report FC71.17 and make recommendations for any changes for approval of Full Council

P25.17 **COMPOSITION OF COMMITTEE –** To note that appointments to Committees are the privilege of Full Council (Standing order 14 d i) and to consider any recommendations the Committee wishes to make with respect to any vacancies, to ensure the Committee has an appropriate range of skills and sufficient members to ensure a quorum may be maintained

P26.17 **COUNCIL STRUCTURE –** To reflect and review the recent Full Council meeting and develop a strategy to rebuild a positive and effective team.

P27.17 **EXCLUSION OF THE PRESS AND PUBLIC** - *To pass a resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, ss 1(2), so as to discuss the following confidential matters*

P28.17 **MATTERS ARISING** *– Staff Contracts*

* *HR Support offered by SALC membership*

P29.17 **ITEMS FOR NEXT AGENDA**