

 ***‘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 18 December 2017 at 6:00 pm at the Parish Office

**Caroline Higgins**

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**Clerk/ RFO**  13 December 2017

**AGENDA**

MP30.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

MP31.17 **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.*

MP32.17 **MINUTES –** *To approve and sign off the minutes of the Personnel Committee meeting held on Monday 25 September 2017*

MP33.17 **MATTERS ARISING**

* **TERMS OF REFERENCE –** To confirm the wording of the final draft Terms of Reference (as set out in report MP33.17), and recommend adoption by Full Council
* **COUNCIL STRUCTURE & STRATEGIC PLANNING –** To discuss and confirm the arrangements for the follow-up meeting on 19 February and consider inviting a facilitator or SALC representative to attend.

MP34.17 **ACCOUNTING PACKAGE** – To receive a report from the Clerk on the outcome from the recent training day on Scribe and any recommendations with respect to using Scribe in 2018/19; To note the details of an alternative accounting package developed specifically for the Parish Council sector and compare the merits and costs of each system. To make any recommendations the Committee considers appropriate for consideration by Full Council

MP35.17 **EMPLOYEE HANDBOOK** – To discuss and approve a draft employee handbook for distribution to all members of staff

MP36.17 **GENERAL DATA PROTECTION REGULATION** – To note the advice issued by the Information Commissioner’s Office and to develop a programme to implement the 12 recommended steps to ensure compliance by the 25 May 2018

MP37.17 **APPROVAL OF PAYMENTS** – To approve the list of payments becoming due before the next Full Council meeting (including December salaries) – *to follow*

MP38.17**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*

MP39.17 **CONFIDENTIAL** **MATTERS ARISING** *– (If any)*

MP40.17 **STAFF APPRAISALS –** To note the outcome of recent annual appraisals and consider the training needs identified for individual members of staff

MP41.17 **CONFIDENTIAL CORRESPONDENCE** – To consider a request from a member of staff relating to holiday allowance

MP42.17 **CLERK’S ANNUAL SALARY REVIEW**

MP43.17 **ITEMS FOR NEXT AGENDA**