

# **Staffing Committee**

## **Agenda**

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**Date:** Thursday 16th July 2015  
**Time:** 2.00 pm  
**Venue:** Committee Suite 1,2 & 3, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the top of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

To receive any apologies for absence

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the body in question.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given. It is not required to give notice of the intention to make use of public speaking provision, however, as a matter of courtesy, a period of 24 hours notice is encouraged.

4. **Minutes of Previous meetings** (Pages 1 - 6)

To approve the minutes of the meetings held on 28 April 2015 and 11 June 2015

5. **Terms of Reference** (Pages 7 - 10)

To note the attached Terms of Reference for the Staffing Committee and the Staffing Appeals Sub Committee.

To note the membership of Staffing Committee, as agreed by Annual Council on 27 May 2015, as set out below:

Councillor Barry Moran – Chairman  
Councillor Gary Barton – Vice Chairman  
Councillor David Brown  
Councillor Janet Jackson  
Councillor Michael Jones  
Councillor David Marren  
Councillor David Newton  
Councillor Amanda Stott

6. **HR and Organisational Development** (Pages 11 - 38)

To consider a report on the progress with Human Resource and Organisational Development items, including Health and Safety

7. **Attendance Management 2014/2015** (Pages 39 - 46)

To consider a report on attendance management within Cheshire East Council during 2014/2015