

Our Ref: 43/11/CAP

Thursday, 30 July 2015

Dear Councillor

Personnel Committee

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Wednesday 9th October 2013 at 4.00 p.m.** at Felixstowe Town Hall to consider the following agenda.

A G E N D A

1. Apologies.

2. Declarations of Interest.

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To Consider Any Requests for Dispensation.

Members with a pecuniary interest may request a dispensation from the Council to remain during discussion on that item in which they have a pecuniary interest. This dispensation may also be extended to enable them to vote on the item. Requests must be received and agreed prior to the meeting in which they wish to participate.

4. To Agree the Minutes of the Meeting held 17th September 2013

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5. To Consider and Agree to Adopt the Following Policies and Procedures:

- a. Equal Opportunities Policy
- b. Disciplinary Procedures
- c. Disciplinary Rules
- d. Anti-Harassment and Bullying Policy
- e. Grievance Procedure
- f. Sickness Absence Policy
- g. Stress Policy
- h. Retirement Policy
- i. Capability Procedure
- j. Flexible Working Policy
- k. Electronic Communications Policy
- l. Data Protection Policy
- m. Whistleblowing Policy
- n. Protocol on Member/Officer Relationships
- o. Health & Safety Policy
- p. Maternity Leave
- q. Paternity Policy
- r. Adoption Policy

6. Date of next meeting

Yours sincerely

A handwritten signature in black ink, appearing to read "Gordon" followed by a stylized flourish.

TOWN CLERK

To Councillors: Jan Garfield, Newman, Savage and Slemmings.