



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of the Personnel Committee

14th September 2016

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 21st September 2016 after a meeting of the Property Committee, expected start time 8.00pm** in the **Council Chambers, the Amenity Centre, Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER27. APOLOGIES**
To receive and accept apologies for absence.
- PER28. MEMBERS DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER29. MINUTES**
To approve as a correct record the Minutes of the Meeting of the Personnel Committee held on 21st July 2016 (attached).
- PER30. TRAINING**
To note details of training arranged for the staff – report attached.
- PER31. RISK ASSESSMENTS**
To consider a series of risk assessments prepared by the Clerk - attached
- PER32. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for member of the public to address the Council.
- PER33. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF**

PRESS AND PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PER34. STAFF MATTERS

- **TEAM MANAGEMENT**
- **ATTENDANCE AT TEAM BRIEFINGS – REPORT ATTACHED.**

**PER35. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 21.30