



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Administration & Personnel Committee, which will be held on **Tuesday, 14th June 2016**, at the **Council Chamber**, Market Street, Crediton at **6.00 pm**, for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Clare Dalley (Mrs)
Town Clerk

8th June 2016

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

1. **To elect a Committee Chairman for 2016-2017**
2. **To elect a Committee Deputy Chairman for 2016-2017**
3. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
4. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
5. **Public Question Time** - To receive questions from members of the public relevant to the work of the Council (A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)
6. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
7. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
8. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 23rd February 2016, as a correct record.

9. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 23rd February 2016, for information only.
10. **To consider the quotations received for a new information technology contract and agree a course of action.** (The quotations will be provided and discussed at the meeting)
11. **To consider and amend/agree a Crediton Town Council Training & Development Policy.** (A copy of the policy prepared by the Town Clerk will be issued with the agenda)
12. **To consider and amend/agree a new Crediton Town Council Grievance Procedure.** (A copy of the procedure prepared by the Town Clerk will be issued with the agenda)
13. **To consider and amend/agree a new Crediton Town Council Disciplinary Procedure.** (A copy of the procedure prepared by the Town Clerk will be issued with the agenda)
14. **To review the Town Council's Appraisal System.** (A copy of the existing Appraisal System will be issued with the agenda)
15. **To review the Council's submission for the Local Council Award Scheme and agree further actions.**
16. **To discuss the office workload including the Office 'To Do' list and current projects.**
17. **To discuss this Committee's aims and objectives for the next six years in order for them to be considered in the development of Crediton Town Council's Strategic Plan.**

PART TWO

18. **It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.**
19. **To discuss the Assistant to the Town Clerk & Mayor's appraisal and consider any further actions.**
20. **To discuss the Clerk's appraisal and to consider any further actions.**
21. **To discuss the new 2016-2018 NALC & SLCC salary scales and agree a course of action.** (A copy of the scales will be issued with the agenda)
22. **Close**