

Date of meeting **Wednesday, 13 March 2013**
Time **7.00 pm**
Venue **Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Nick Lamper
01782 742227**

Staffing Committee

AGENDA

PART 1 – OPEN AGENDA

- 1** **Apologies**
- 2** **Declarations of Interest**
- 3** **MINUTES OF THE LAST MEETING** **(Pages 1 - 6)**
Held on 7 November 2012, to be signed as a correct record.
- 4** **MINUTES OF THE EMPLOYEES CONSULTATIVE COMMITTEE** **(Pages 7 - 10)**
Minutes of the meeting held on 18 February 2013 attached for information.
- 5** **Night Working Rates** **(Pages 11 - 14)**
- 6** **Information Security Policies** **(Pages 15 - 40)**
- 7** **Recruitment, Selection and Induction Policy** **(Pages 41 - 92)**
- 8** **Proposed Work Schedule** **(Pages 93 - 96)**
- 9** **Arrangements for Determining Employment Related Appeals** **(Pages 97 - 100)**
- 10** **Review of Terms and Conditions of Service** **(Pages 101 - 104)**
- 11** **Urgent Business**

Members: Councillors Mrs Hambleton, Howells, Olszewski, Miss Reddish, Stringer, Studd, Sweeney, Tagg, Taylor.J and Mrs Williams

Members of the Council: If you identify any personal training/development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.