

Date of meeting Tuesday, 4th February, 2014
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Julia Cleary

Staffing Committee

AGENDA

PART 1 – OPEN AGENDA

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|----------|---|------------------------|
| 1 | Apologies | |
| 2 | Declarations of Interest | |
| 3 | Minutes of Last Meeting | (Pages 1 - 2) |
| 4 | Minutes of Employee Consultative Committee (17 January 2014) | (Pages 3 - 6) |
| 5 | Employee Recognition Scheme | (Pages 7 - 14) |
| 6 | Lone Working Policy | (Pages 15 - 38) |
| 7 | Review of No Smoking Policy | (Pages 39 - 48) |

Members: Councillors Mrs Astle, Mrs Hambleton (Chair), Holland, Howells, Olszewski, Miss Reddish, Mrs Rout, Mrs Shenton, Sweeney, Turner and Miss Walklate

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms upon request.

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

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

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