

**Date of meeting**      **Monday, 1st December, 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**

- |           |                                                                                |                          |
|-----------|--------------------------------------------------------------------------------|--------------------------|
| <b>1</b>  | <b>Apologies</b>                                                               |                          |
| <b>2</b>  | <b>Declarations of Interest</b>                                                |                          |
| <b>3</b>  | <b>Minutes of the Previous Meeting</b>                                         | <b>(Pages 3 - 6)</b>     |
| <b>4</b>  | <b>Minutes of the Employee Consultative Committee held on 6th October 2014</b> | <b>(Pages 7 - 12)</b>    |
| <b>5</b>  | <b>Review of Terms and Conditions of Service</b>                               | <b>(Pages 13 - 32)</b>   |
| <b>6</b>  | <b>Pay Award</b>                                                               | <b>(Pages 33 - 40)</b>   |
| <b>7</b>  | <b>Corporate Health and Safety Policy</b>                                      | <b>(Pages 41 - 92)</b>   |
| <b>8</b>  | <b>Dignity at Work Policy</b>                                                  | <b>(Pages 93 - 114)</b>  |
| <b>9</b>  | <b>Employee Protection Policy</b>                                              | <b>(Pages 115 - 132)</b> |
| <b>10</b> | <b>Extra Statutory Tuesdays</b>                                                | <b>(Pages 133 - 138)</b> |

**Members:**      Councillors Mrs Astle, Mrs Bates, Cooper, Mrs Hambleton (Chair), Holland, Kearon, Miss Reddish, Rout, Sweeney, Turner and Woolley

**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. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

**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.