

**CYNGOR TREF MAESTEG**

Swyddfeydd y Cyngor  
Stryd Talbot  
Maesteg CF34 9BY

Teleffon: 01656 732631  
Ebst: clerk@maestegcouncil.org



**MAESTEG TOWN COUNCIL**

Council Offices  
Talbot Street  
Maesteg CF34 9BY

Telephone: 01656 732631  
Email: clerk@maestegcouncil.org

15/07/2022

**To Members of the Personnel Committee – AR Davies (Chair)  
C Knight, A James, L Thomas and G Williams**

Dear Councillor,

You are summoned to attend a **Personnel Committee** to be held in the **Council Chamber and remotely via Microsoft TEAMS** on **WEDNESDAY, 20<sup>th</sup> JULY 2022 at 6.30pm.**

Yours sincerely

Sian Teisar  
**Clerk to the Council**

**AGENDA**

1. To receive apologies & Declaration of Interest.
2. To go into committee to discuss below confidential items
3. To discuss the role of the CMO and expected duties in line with initial contractual agreement.
4. To discuss the expectations of line management in fulfilling contractual obligations.
5. To discuss performance management review of staff and identify any necessary training requirements.
6. To discuss the opportunity to meet with council staff quarterly or semi-annual to address any arising issues or grievances.
7. To discuss “working from home” of staff and operative hours of town council building for access to the public.
8. To review staff sickness policy and requirements of staff when calling in sick.
9. To discuss the drafting of and publishing of a staff handbook for council employees.
10. To discuss additional items and matters arising from Extraordinary Council Meeting dated 14/07/2022.

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