



Committee: PERSONNEL COMMITTEE
Date: WEDNESDAY, 14TH JUNE 2017
Venue: LANCASTER TOWN HALL
Time: 5.00 P.M.

A G E N D A

1. **Apologies for absence**

2. **Appointment of Vice-Chairman**

To appoint a Vice-Chairman for the duration of the 2017/18 municipal year.

3. **Minutes**

Minutes of meeting held on 29th March, 2017 (previously circulated).

4. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Items of urgent business authorised by the Chairman**

6. **Health & Safety Policy** (Pages 1 - 14)

Report of Chief Officer (Health & Housing)

7. **Long Service Awards** (Pages 15 - 22)

Report of the HR Service Manager

8. **Celebrating Success** (Pages 23 - 31)
Report of the HR Service Manager
9. **Investors in People - presentation**
10. **Apprentices & the Apprenticeship Levy** (Pages 32 - 41)
Report of the HR Service Manager
11. **Performance Appraisal** (Pages 42 - 53)
Report of the HR Service Manager
12. **Values and Behaviours** (Pages 54 - 62)
Report of the Chief Executive

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Lucy Atkinson (Chairman), Eileen Blamire, Caroline Jackson, Ronnie Kershaw, Jane Parkinson, Margaret Pattison and Sylvia Rogerson

(ii) Substitute Membership

Councillors Carla Brayshaw (Substitute), Andrew Gardiner (Substitute), Rebecca Novell (Substitute), David Whitaker (Substitute) and Phillippa Williamson (Substitute)

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail sjmetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

SUSAN PARSONAGE,
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DALTON SQUARE,
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