



Personnel Committee

Thursday 13 December, 2007 at 3.00pm

Committee Room 11, Level 1, Town Hall

Meetings in Manchester

Everybody is welcome to attend Council, Committee and Sub-Committee meetings.

Committees are made up of elected Councillors.

The Personnel Committee has delegated authority to determine staffing proposals without reference to Council. Meetings are controlled by the Chair, who is responsible for seeing that the business is dealt with properly.

Items of business for consideration at a meeting are set out on the agenda sheet. Most items take the form of an officers report with recommendations which may or may not be accepted by the Committee.

Officers attend meetings to present their reports or give advice to members. They do not have a vote.

Copies of the agenda are available beforehand from the reception area at the St.Peter's Square entrance to the Town Hall Extension. Some additional copies are available at the meeting from the Committee Officer.

It is the Council's policy to consult people as fully as possible before making decisions which affect them. Members of the public do not have a right to speak at meetings . Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. If you have a special interest in an item on the agenda and want to speak, tell the Committee Officer, who will pass on your request to the Chair. Groups of people will usually be asked to nominate a spokesperson.

The law allows certain confidential items to be discussed in private and these will be taken at the end of the meeting at which point members of the public are asked to leave. The Council is concerned to ensure that its meetings are as open as possible and confidential business is kept to the strict minimum. Brief reasons for confidentiality are shown on the agenda sheet.

Smoking is not allowed in Council buildings.

Crèche facilities are available for visitors to the Town Hall by prior arrangement with the St. Peter's Children's Centre (Telephone : 0161 234 3246).

Each Committee is serviced by a Committee Officer. If you have any questions about this or other meetings please contact the Committee Services Unit on the number below.

Howard Bernstein
Chief Executive
Town Hall
Manchester M60 2LA

Agenda Issued
05/12/ 07

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AGENDA

Personnel Committee – 13 December 2007 Standard Items

Item No

1. **Urgent Business**
To consider any items which the Chair has agreed to have submitted as urgent business
2. **Appeals**
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda
3. **Interests**
To allow Members an opportunity to (a) declare any personal or prejudicial interests in any items which appear on the agenda; and (b) record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears.
Members who have a prejudicial interest in an item **must** withdraw from the meeting during its consideration.
4. **Minutes**
To approve as a correct record the Minutes of the meeting held on 13 November, 2007 (enclosed)

DECISIONS ON THE FOLLOWING ITEMS WILL BE TAKEN UNDER DELEGATED POWERS

5. **Review of Management Responsibilities within Capital Programme Division**
(Report of the City Treasurer)
6. **Head of Personnel, Children's Services Directorate**
(Report of the City Treasurer and the Head of Corporate Personnel)

Exclusion of Public

The officers consider that the following item contains exempt information as provided for in the Local Government Access to Information Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Committee is recommended to agree the necessary resolutions excluding the public from the meeting during consideration of this item. An appeal process exists for members of the public who wish to appeal against the officers' recommendation for exemption. Anyone who does wish to appeal should contact the Committee Officer as soon as possible (preferably at least 48 hours) before the meeting.

7. **Review of Senior Management Arrangements in Children's Services Directorate**
(Report of the Director of Children's Services)
(Contains personal information relating to an individual)