



MANCHESTER
CITY COUNCIL

Personnel Committee

Date: Wednesday 10 February 2010
Time: 10.15am (or at the rise of the Executive, if later)
Venue: Council Chamber, Level 3, Town Hall Extension,

Membership of the Committee

Councillors:

M. Amesbury
P. Andrews
S. Ashley
R. Cowell
G. Evans
J. Grant
R. Leese

S. Murphy
S. Newman
B. Priest
P. Shannon
J. Smith
M. Ramsbottom
S. Wheale

Information about the Personnel Committee

Everybody is welcome to attend Council and Committee meetings in Manchester 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. 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 that affect them. 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 Council is concerned to ensure that its meetings are as open as possible and confidential business is kept to the strict minimum. When confidential items are involved these are considered at the end of the meeting at which point members of the public are asked to leave 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 Governance and Scrutiny Support Unit on the number below.

Sir Howard Bernstein Chief Executive Town Hall Manchester M60 2LA	This agenda issued on 2 February 2010	Committee Officer Christine Crisp Governance and Scrutiny Support Unit Tel: 0161 234 3037 Fax: 0161 274 7017 Email: c.crisp@manchester.gov.uk
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Agenda

Item Subject No.

Standard agenda items

- 1 **Urgent Business**
To consider any items which the Chair has agreed to have submitted as urgent.

- 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 they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears.
Members with a personal interest should declare that interest at the start of the item under consideration. If members also have a prejudicial interest, then in addition to declaring it, they **must** also withdraw from the meeting during the consideration of the item.

- 4 **Minutes**
To approve as a correct record the Minutes of the meeting held on 13 January 2010 (enclosed)

- 5 **PROPOSED REVISED MANAGEMENT OF ATTENDANCE POLICY AND PROCEDURE AND REVISED SPECIAL LEAVE PROVISIONS**
Report of the Head of Corporate Personnel