

CL/an

11 February 2010

To: Councillor S C Egan (Chairperson) and Councillors O Cash, J Evans, and S A Hodges, plus one vacancy

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in the Council Chamber, 7 Gladstone Road, Barry on **Thursday, 18 February 2010 at 7.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Derek Wolfe
Executive Officer

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct** (Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting).
3. To approve the minutes of the Personnel Sub-Committee's last meeting held on 12 November 2009 **(Pages 29-31)**
4. **Sickness Absence** **(Pages 32-34)**
 - a. Comparison and Analysis of Sickness Absence (1 April 2008 to 31 January 2010)
 - b. Sickness Absence Summary 1 April 2009 to 31 January 2010

5. Accident statistics (1 October 2009 – 31 January 2010) **(Page 35)**
6. Annualised Hours - Proposals and Responses from the Joint Consultative Advisory Group **(Page 36)**
7. Grievances and Disciplinary Proceedings in 2009 **(Page 37)**
8. Progress in carrying out staff Appraisals **(Pages 38)**

Distribution

Agenda summons and index to all Councillors not serving on the Sub-Committee. A full copy of the agenda papers for this meeting will be available in the Council offices. Full copies will also be circulated to relevant Town Council Officers.

Agenda papers (with the exception of any confidential items) also to:-

Barry & District News, Glamorgan Gem, and Barry Library (3)