



## Notice of a meeting of Staff and Support Services

**Thursday, 28 October 2010**

**6.00 pm**

**Municipal Offices, Promenade, Cheltenham, GL50 9SA**

<b>Membership</b>	
<b>Councillors:</b>	Garth Barnes, Nigel Britter, Jackie Fletcher, Wendy Flynn, Rob Garnham (Vice-Chair), Les Godwin, Colin Hay, Steve Jordan (Chairman), Heather McLain, John Rawson, Duncan Smith and John Webster

The Council has a substitution process and any substitutions will be announced at the meeting

## Agenda

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST** (Pages 1 - 2)
- 3. AGREEMENT OF MINUTES** (Pages 3 - 8)  
Minutes of the meeting held on Thursday 29 July 2010
- 4. REVIEW OF THE COUNCIL'S CONSTITUTION** (Pages 9 - 60)  
Sara Freckleton, Borough Solicitor and Monitoring Officer
- 5. STRATEGIC COMMISSIONING** (Pages 61 - 98)  
Andrew North, Chief Executive
- 6. JCC (INC. HEALTH AND SAFETY)** (Pages 99 - 104)
- 7. HR PERFORMANCE** (Pages 105 - 112)
- 8. CORPORATE HEALTH AND SAFETY POLICY** (Pages 113 - 122)  
Julie McCarthy, Human Resources Manager - Operations
- 9. STAFF AND SUPPORT SERVICES WORK PLAN** (Pages 123 - 128)
- 10. ANY OTHER BUSINESS THE CHAIRMAN DETERMINES URGENT AND REQUIRES A DECISION**

**11. DATE OF NEXT SCHEDULED MEETING**

Thursday 24 February 2011

**BRIEFING NOTES (FOR INFORMATION ONLY)**

- Policy review timetable
- Equalities Act
- Default retirement age

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## **Public Information**

### **Emergency Evacuation Procedure at the Municipal Offices**

- (i) In the event of a fire you will hear a continuous alarm.  
In the event of a bomb alert the alarm will sound in repeated short bursts.
- (ii) Members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble on the Promenade footway by the War Memorial.

### **Attendance at Meetings - Local Government (Access to Information) Act 1985**

Meetings are open to the public and a limited amount of public seating is available. Copies of the agenda will also be available. You may be asked to leave the meeting if any "exempt" (confidential) business is considered. This will normally be shown on the agenda

### **Inspection of Papers - Local Government (Access to Information) Act 1985**

We can also arrange for copies of individual decision records, reports or minutes to be supplied. If you wish to inspect minutes or reports (other than those which are exempt) relating to any item on this agenda, please contact Democratic Services. The background papers listed in a report may also be inspected. Please notify Democratic Services who will arrange with the report author for papers to be made available to you at a mutually convenient time.

All meeting information is published on the Council's Internet website at:  
[www.cheltenham.gov.uk](http://www.cheltenham.gov.uk).

**If you have difficulty reading this agenda please let us know  
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