

Personnel Committee

Date:	31 October 2017
Title:	Office Accommodation & Staff Welfare Risk Assessment
Contact Officer:	Graham Hunt, Town Clerk

Purpose of this Report

1. To provide background to the Office Accommodation & Staff Welfare Risk Assessment as presented for adoption.

Background

2. The Office Administration Manager has drafted an Office Accommodation & Staff Welfare Risk Assessment, which has been reviewed by the Management Team and is now presented to the Personnel Committee for approval.

Action Required:

3. To approve the Office Accommodation & Staff Welfare Risk Assessment.