

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 07 MARCH 2016 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Mrs Rigby (in the Chair)
Councillors Mrs Banevicius, Mrs Constable and Mrs Tranter

In attendance

Mrs M Danby, Chief Executive Officer
Councillor Constable

35. APOLOGIES FOR ABSENCE

Councillor Stokes.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

37. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 04 January 2016 (Minute Nos. 28-31) be approved as a correct record.

38. TIME OFF IN LIEU (TOIL) POLICY

Members agreed that a TOIL policy was required and discussed what they would want to see covered in the policy.

RESOLVED That the draft Time Off In Lieu policy be tabled at the next meeting of the Committee for amendment/approval.

39. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by the Local Government Act 1972, Section 100), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

40. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 04 January 2016 (Minute Nos. 31-34) be approved as a correct record.

41. BTC02: UNTAKEN HOLIDAY

RESOLVED As set out in the Confidential Minutes.

42. UPDATE ON STAFFING STRUCTURE REVIEW

RESOLVED As set out in the Confidential Minutes.

43. SHORT-TERM CONTRACTOR'S AGREEMENT

RESOLVED As set out in the Confidential Minutes.

**44. RECRUITMENT: DIRECT SERVICES MANAGER (PART-TIME, 12 MONTH
FIXED AGREEMENT CONTRACT)**

RESOLVED As set out in the Confidential Minutes.

(The Meeting closed at 7.15 p.m.)

Signed

Date