

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 04 JANUARY 2016 COMMENCING AT 6.30 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
Councillor Constable

28. APOLOGIES FOR ABSENCE

None, all Members were present at the meeting.

29. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

30. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 07 December 2015 (Minute Nos. 21- 25) be approved as a correct record.

31. 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.

32. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 07 December 2015 (Minute Nos. 25 – 27) be approved as a correct record.

33. RECRUITMENT: ADMINISTRATIVE ASSISTANTS

RESOLVED As set out in the Confidential Minutes.

34. POSSIBLE ENGAGEMENT OF A SHORT-TERM CONSULTANT

RESOLVED As set out in Confidential Minutes.

(The Meeting closed at 6.55 p.m.)

Signed

Date