

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 07 DECEMBER 2015 COMMENCING AT 6.00 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
Councillors Constable and Mosson

21. APOLOGIES FOR ABSENCE

None, all Members were present at the meeting.

22. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

23. ANNUAL REVIEW OF BTC POLICIES (SECOND TRNACHE)

Members reviewed the following policies:

- Maternity Policy
- Parental Leave Policy
- Paternity Leave Policy
- Sickness and Absence Policy
- Staff Appraisal Scheme
- Time Off for Dependants and Close Relatives
- Work Related Stress Policy

Members agreed that no amendments were necessary with regard to the following policies:

- Parental Leave Policy
- Staff Appraisal Scheme
- Time Off for Dependants and Close Relatives
- Work Related Stress Policy

Members agreed that minor amendments were made to the following policies:

- Maternity Policy – cross-reference to Shared Parental Leave Policy added and "Finance Officer" changed to "Town Clerk".
- Paternity Leave Policy – cross-reference to Shared Parental Leave Policy added.

- Sickness and Absence Policy – advice to be sought from Ellis Whittam as to whether self-certification should be sought from employees to cover from the first day of any period of sick leave.

24. SHARED PARENTAL LEAVE POLICY (DRAFT)

Members considered the draft Shared Parental Leave Policy and agreed that advice be sought from Ellis Whittam on its contents prior to the Policy being put to the Full Council for ratification and implementation.

25. 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.

26. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 21 September 2015 (Minute Nos. 15 - 20) be approved as a correct record.

27. STAFFING STRUCTURE REVIEW: IMPLEMENTATION

RESOLVED As set out in the Confidential Minutes.

(The Meeting closed at 6.55 p.m.)

Signed

Date