

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 03 JUNE 2013 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Bradbury (in the Chair)
Councillors Campbell, Mrs Evans and Mrs Fisher

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES

Councillors Constable and Isaacs.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 22 April 2013 (Minute Nos. 37 - 41) be approved as a correct record.

4. SUPERVISION POLICY

Members considered whether the Supervision Policy was working as originally intended and whether any amendments were required.

RESOLVED That no amendments were necessary as the Policy was working well.

5. HR POLICIES REVIEW SCHEDULE

RESOLVED That the existing Review Schedule is considered to be satisfactory as it stands.

6. EXCLUSION OF THE PRESS AND PUBLIC

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

7. STAFFING MATTERS

- 7.1 **RESOLVED** That a staff review be prepared for consideration at the December 2013 meeting of the Committee, such review to include apportionment of tasks, succession planning, etc.
- 7.2 **RESOLVED** That training be sourced in the use of technology and imaging.
- 7.3 **RESOLVED** That the Planning Committee Chairman/Vice-Chairman be requested to gather Members comments at meetings and sum up the agreed submissions to be sent to the Local Planning Authority.

(The Meeting closed at 10.10 a.m.)

Signature

Date