

Our Ref: MD

04 July 2011

**To: All Members of the Personnel Committee**  
(Councillors Drinkwater, Mrs Fisher and Isaacs)

**Copy:** Councillor Constable

Dear Councillor

**PERSONNEL COMMITTEE – TUESDAY 12 JULY 2011**

You are invited to attend a meeting of the Personnel Committee at the **Town Council's office, Lambourne House, Bridge Cross Road, Burntwood** on **Tuesday 12 July 2011, commencing at 9.00 a.m.** to consider the following business.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2007.

**3. MINUTES**

To approve as a correct record the Minutes of the Meetings of the Personnel Committee held on 03 March 2011 (Minute Nos. 13 - 19) (presented to the Town Council on 16 March 2011) (**WHITE ENCLOSURE**).

#### **4. EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), 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.

#### **5. STAFFING MATTERS (PINK ENCLOSURE – MEMBERS ONLY)**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON THURSDAY 03 MARCH 2011 COMMENCING AT 9.00 A.M.**

**PRESENT**

Councillor Constable (in the Chair)  
Councillor Isaacs

**In attendance**

Mrs M Danby, Town Clerk

**13. APOLOGIES FOR ABSENCE**

Councillor Dr Hassell.

**14. DECLARATIONS OF INTEREST**

None declared.

**15. MINUTES**

**RESOLVED** That the Minutes of Meetings of the Personnel Committee held on 25 June 2010 (Minute Nos. 1 – 4) and 20 September 2010 (Minute Nos. 7 – 10) be approved as a correct record.

**16. TOWN CLERK'S JOB DESCRIPTION (REVISED): DRAFT**

Members were requested to consider, amend as necessary and approve the draft revised Town Clerk's Job Description. The Job Description had been amended to take incorporate more accurately the finance duties now undertaken by the Town Clerk.

**RESOLVED** That, subject to minor amendments being made, the revised Town Clerk's Job Description be approved and implemented.

**17. POLICY REVIEW SCHEDULE**

**RECOMMENDATION** That the following Policy Review schedule be approved and implemented by the Town Council:

<b>POLICY</b>	<b>REVIEW TIMETABLE</b>	<b>REVIEWED BY</b>
<p><b>Financial Policies:</b></p> <ul style="list-style-type: none"> <li>▪ Anti-Fraud &amp; Corruption Policy Statement and Strategy</li> <li>▪ Financial Regulations</li> <li>▪ Duties of the Responsible Financial Officer</li> </ul>	<p><b>As required by changes in legislation</b></p> <p><b>September annually</b></p> <p><b>September annually</b></p>	<p><b>Best Value Committee</b></p>
<p><b>General Policies:</b></p> <ul style="list-style-type: none"> <li>▪ CCTV Code of Practice</li> <li>▪ CCTV Policy</li> <li>▪ Complaints Procedure</li> <li>▪ Confidential Reporting Policy</li> <li>▪ Data Protection Policy</li> <li>▪ Data Protection Policy Guidelines</li> <li>▪ Display Screen Equipment (DSE): Health and Safety for Users</li> <li>▪ Information Technology Policy</li> <li>▪ Members and Officers Subsistence/Mileage Policy</li> <li>▪ Member/Officer Relations Protocol</li> <li>▪ Standing Orders</li> </ul>	<p><b>February annually</b></p>	<p><b>Best Value Committee</b></p>
<p><b>Health &amp; Safety Policies:</b></p> <ul style="list-style-type: none"> <li>▪ Control of Substances Hazardous to Health Regulations 1988 (COSHH)</li> <li>▪ Health and Safety Regulations</li> </ul>	<p><b>September Annually</b></p>	<p><b>Best Value Committee</b></p>

POLICY	REVIEW TIMETABLE	REVIEWED BY
<p><b>HR Policies:</b></p> <ul style="list-style-type: none"> <li>▪ Adoption Leave Policy</li> <li>▪ Bullying &amp; Harassment at Work: Policy &amp; Procedure</li> <li>▪ Capability Procedure</li> <li>▪ Disciplinary Procedure</li> <li>▪ Grievance Procedure</li> <li>▪ Induction Policy and Probationary Period Procedure</li> <li>▪ Lone Worker's Policy</li> <li>▪ Maternity Policy</li> <li>▪ Paternal Leave Policy</li> <li>▪ Paternity Leave Policy</li> <li>▪ Sickness and Absence Policy</li> <li>▪ Staff Performance Appraisal Review Guidelines</li> <li>▪ Time Off for Dependant and Close Relatives</li> <li>▪ Travelling Alone on Business: Guidance Notes</li> <li>▪ Work Related Stress Policy</li> </ul>	<p><b>As required by changes in legislation</b></p>	<p><b>Personnel Committee</b></p>

**18. EXCLUSION OF THE PRESS AND PUBLIC**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), 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.

**19. MINUTES**

**RESOLVED** That the Confidential Minutes of the Meetings of the Personnel Committee held on 25 June 2010 (Minute Nos. 5 - 6) and 20 September 2010 (Minute Nos. 11 – 12) be approved as a correct record.

(The Meeting closed at 9.25 a.m.)

Signed .....

Date .....

