

Our Ref: MD

04 April 2012

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

Dear Councillor

PERSONNEL COMMITTEE

You are invited to attend a meeting of the Personnel Committee at the **Town Council's office, Lambourne House, Bridge Cross Road, Burntwood** on **Wednesday 18 April 2012, commencing at 4.00 p.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 Meeting of the Personnel Committee held on 16 January 2012 (Minute Nos. 12 - 16) (presented to the Town Council on 26 January 2012) (**WHITE ENCLOSURE**).

4. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)

To consider the draft Authorised Leave Policy and Procedure with a view to recommending that the Town Council adopt and implement the Policy and Procedure at its next meeting (**CREAM ENCLOSURE**).

5. SUPERVISION POLICY (DRAFT)

To consider the draft Supervision Policy with a view to recommending that the Town Council adopt and implement the Policy at its next meeting (**BLUE ENCLOSURE**).

6. FLEXI-TIME SCHEME

The Flexi-time Scheme was withdrawn in 2010 as it did not apply to the Council's part-time staff. The Personnel Committee has requested the opportunity to reconsider the original document (**GREEN ENCLOSURE**).

7. 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.

8. FLEXIBLE RETIREMENT POLICY (DRAFT) (GREY ENCLOSURE)

Members will be aware that the default retirement age in the UK was abolished in October 2011. Members are requested to consider the attached draft Flexible Retirement Policy with a view to recommending that the Town Council adopt and implement the policy at its next meeting.

9. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2008 (LILAC ENCLOSURE)

The Town Council is required under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 to formulate and keep under review a policy statement concerning the exercise of discretionary powers.

Members are requested to consider the attached draft Statement of Policy on the LGPS 2008 Employing Authority Discretions with a view to recommending that the Town Council adopt and implement the Statement at its next meeting.

10. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Personnel Committee held on 16 January 2012 (Minute Nos. 17 - 18) (presented to the Town Council on 26 January 2012) (**PINK ENCLOSURE**).

11. STAFFING MATTERS

To receive a verbal update on recently completed Staff Appraisals.