



**Burntwood**  
TOWN COUNCIL

BONEY HAY  
BURNWOOD  
CHASE TERRACE  
CHASETOWN

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Our Ref: MD

24 February 2015

**To: All Members of the Personnel Committee**  
(Councillors Mrs Banevicius (Committee Chairman), Campbell, Constable, Mrs Evans,  
Mrs Fisher and Isaacs)

Dear Councillor

### **PERSONNEL COMMITTEE**

You are invited to attend a meeting of the **Personnel Committee at the Town Council's Offices on Monday 02 March 2015 commencing at 9.30 a.m.** to consider the following business.

Yours sincerely

*M Danby*

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

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive any declarations of interests and consider requests for dispensations.

**3. MINUTES**

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 01 December 2014 (Minute Nos. 18 - 26) (**ENCLOSURE NO. 1**).

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

**The Chairman will move:**

That under the Public Bodies (Admissions to Meeting) 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. CONFIDENTIAL MINUTES**

To approve as a correct record the Confidential Minutes of a Meeting of the Personnel Committee held on 01 December 2014 (Minute Nos. 23 - 26) (**ENCLOSURE NO. 2 - PINK**).

**8. PENSION ARRANGEMENTS (ENCLOSURE NO. 3 – PINK)**

**9. BTC05 – EXIT INTERVIEW: FEEDBACK**

To receive a verbal report from Councillor Mrs Banevicius.

**10. STAFFING STRUCTURE REVIEW WORKING GROUP (ENCLOSURE NO. 4 – PINK)**

**11. OLD MINING COLLEGE CENTRE**

To receive a verbal report from the Town Clerk.

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE  
ON MONDAY 01 DECEMBER 2014 COMMENCING AT 9.30 A.M.**

**PRESENT**

Councillor Campbell, Mrs Evans, Mrs Fisher and Isaacs

**In attendance**

Mrs M Danby, Town Clerk

**18. APPOINTMENT OF COMMITTEE CHAIRMAN FOR THE MEETING**

**RESOLVED** That Council Campbell be appointed as Chairman of the meeting in the absence of Councillor Mrs Banevicius.

**19. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius and Constable.

**20. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**21. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Personnel Committee held on 13 October 2014 (Minute Nos. 12 – 17) be received and approved as a correct record.

**22. HR POLICIES (REVISED)**

**RECOMMENDED** That the Town Council adopt and implement the following revised policies:

- a) Adoption Leave Policy (**ATTACHMENT A**)
- b) Bullying and Harassment at Work: Policy and Procedure (**ATTACHMENT B**)
- c) Capability Procedure (**ATTACHMENT C**)
- d) Disciplinary Procedure (**ATTACHMENT D**)
- e) Equal Opportunities Policy (**ATTACHMENT E**)
- f) Maternity Policy (**ATTACHMENT F**)
- g) Parental Leave Scheme (**ATTACHMENT G**)
- h) Paternity Leave Policy (**ATTACHMENT H**)
- i) Sickness and Absence: Guidance for Employees (**ATTACHMENT I**)

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

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) (and as amended 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.

**24. MINUTES**

**RESOLVED** That the Confidential Minutes of a Meeting of the Personnel Committee held on 13 October 2014 (Minute Nos. 12 - 17) be received and approved as a correct record.

**25. STAFFING MATTERS**

These matters are recorded in the Confidential Minutes and are not available to members of the public (Local Government Act 1972, Schedule 12A, Part 1, paras 1 and 2).

**26. CONFIDENTIAL NOTES OF A MEETING OF THE STAFFING STRUCTURE REVIEW WORKING GROUP**

**RESOLVED** that the Confidential Notes of a Meeting of the Staffing Structure Review Working Group held on 04 November 2014 (Note Nos. 1 – 5) be received.

(The Meeting closed at 10.30 a.m.)

Signed .....

Date .....