



Burntwood
TOWN COUNCIL

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Our Ref: MD

29 November 2016

To: All Members of the Personnel Committee

(Councillors Mrs Constable, Drinkwater, Mrs Rigby (Committee Chairman), Mrs Pullen and Mrs Shingler)

CFI: Councillors Mrs Evans and Mrs Fisher

Dear Councillor

PERSONNEL COMMITTEE

You are invited to attend a meeting of the **Personnel Committee to be held in Unit 5, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Monday 05 December 2016 commencing at 6.00 p.m.** to consider the following business.

Yours sincerely



Mary Danby (Mrs)
Chief Executive Officer

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 26 September 2016 (Minute Nos. 10 - 17) (**ENCLOSURE NO. 1**).

4. SICKNESS AND ABSENCE: GUIDANCE FOR EMPLOYEES (DRAFT) (MINUTE NO. 14 REFERS) (ENCLOSURE NO. 2)

5. 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.

6. STAFF TOIL RECORD TO 25 NOVEMBER 2016 (ENCLOSURE NO. 3)

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 26 SEPTEMBER 2016 COMMENCING AT 10.00 A.M.**

PRESENT

Councillor Mrs Rigby (in the Chair)
Councillors Mrs Constable, Mrs Pullen and Mrs Shingler

In attendance

Mrs M Danby, Chief Executive Officer

10. APOLOGIES FOR ABSENCE

Councillor Drinkwater.

11. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

12. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 01 June 2016 (Minute Nos. 1 - 9) be approved as a correct record.

13. SAFEGUARDING POLICY AND PROCEDURE (DRAFT)

Members considered the draft Safeguarding Policy and Procedure (deferred by the Full Council, Minute No. 51 refers). It was noted that document covers vulnerable adults and young people.

RECOMMENDATION That the draft Safeguarding Policy and Procedure be put to the Full Council for ratification and implementation at its November 2016 meeting.

14. REVIEW OF HR POLICIES (SECOND TRANCHE)

Members were requested to review the following policies:

- Paternal Leave Policy
- Paternity Leave Policy
- Redundancy
- Sickness and Absence Policy
- Staff Appraisal Scheme
- Time Off for Dependants and Close Relatives
- Travelling Alone on Business: Guidance Notes
- Work Related Stress Policy

RECOMMENDATIONS **That the Full Council approve and implement the following:**

- A footnote be added be inserted to all BTC policies where applicable stating: "In the case of the Chief Executive Officer this should be the Leader of the Council"
- Minor amendments to the Sickness and Absence Policy be put to the HR specialist for comment/advice and that the policy be reconsidered at the next meeting of the Personnel Committee.
- A minor change be made to the Work Related Stress Policy to include a reference to the BTC Bullying and Harassment Policy.

15. 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.

16. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 01 June 2016 (Minute Nos. 6 - 9) be approved as a correct record.

17. STAFF TOIL RECORD TO 31 AUGUST 2016

RESOLVED That the Staff Toil record to 31 August 2016 be received and noted.

(The Meeting closed at 11.00 a.m.)

Signed

Date