

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 13 OCTOBER 2014 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
S Lightfoot, BTS Implementation Officer

12. APOLOGIES FOR ABSENCE

None received.

13. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

14. FLEXIBLE WORKING POLICY (DRAFT) (Minute No. 8 refers)

Members were informed that Keeleys LLP had reviewed the draft Flexible Working Policy and the revised document was tabled for consideration.

RECOMMENDED That the Town Council adopt and implement the Flexible Working Policy (Draft) at its next meeting (**Annex 1**).

15. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 Section 1(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.

16. MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 20 August 2014 (Minute Nos. 6 – 11) be received and approved as a correct record.

17. STAFFING MATTERS

17.1 STAFFING REVIEW

RESOLVED That a Working Group comprised of three elected Members be established to develop an action plan to implement the staffing review.

(The Meeting closed at 9.50 a.m.)

Signed

Date