

Our Ref: MD

10 October 2013

To: All Members of the Personnel Committee
(Councillors Bradbury (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 office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood** on **Thursday 17 October 2013 at 9.30 a.m.** to consider the following business.

Yours sincerely

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 20 August 2013 (Minute Nos. 8 - 13) (**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. STAFFING MATTERS (ENCLOSURE NO. 2 – PINK)

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 20 AUGUST 2013 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

8. APOLOGIES

Councillors Bradbury and Constable.

9. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

10. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 03 June 2013 (Minute Nos. 1 - 7) be approved as a correct record.

11. AMENDMENT TO THE COMMITTEE'S MEETING SCHEDULE

Members were requested to note that the 02 September 2013 meeting had been rescheduled to Thursday 17 October 2013.

RESOLVED That the amendment be noted and agreed.

12. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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 following for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information.

13. STAFFING MATTERS

13.1 **RESOLVED** That the report regarding the recent Supervision Meetings be received and that the request from a member of staff for her role to be enhanced be declined as there is not requirement for such a role within the Council for the foreseeable future.

13.2 **RESOLVED** That a quotation be sought from a suitably qualified consultant to undertake an independent Staff Review, such Review to be completed by end September 2013 or as soon as possible thereafter.

- 13.3 **RESOLVED** That the report regarding training undertaken by staff to date during 2013/14 be received and noted.
- 13.4 **RESOLVED** That:
- a) Agendas and Minutes training not be offered to BTC02 and BTC03 at present.
 - b) BTC02, BTC03 and BTC05 be requested to undertake an Intermediate Apprenticeship in Customer Service commencing in September 2013 (this is a Level 2 course which is free of charge to the employer).
 - c) BTC03 be permitted to undertake the RBS one-day course in Cemeteries and Memorial Management if this is felt necessary given the release of updated software (Cost: £170 plus mileage).
- 13.5 **RESOLVED** That the 1% pay settlement agreed by the National Joint Council for Local Government Services (NJC) (backdated to 01 April 2013) be approved and implemented for all staff.
- 13.6 **RESOLVED** That the Town Clerk be permitted to attend the following Conferences/Training sessions:
- a) Local Government Pension Scheme: Employer's training for the new 2014 Scheme (02 September 2013) (free of charge)
 - b) SLCC Shropshire Branch Training Day (11 October 2013) (£20 delegate fee plus mileage)
 - c) SLCC National Conference (18/19 October 2013) (£95 per day plus mileage and subsistence)
- 13.7 **RESOLVED** That a request for a grading review by BTC01 be deferred for consideration at the next Annual Appraisal.
- 13.8 **RESOLVED** That the Annual Appraisal for BTC01 be conducted on 23 September 2013 by the Personnel Committee Chairman and the Leaders of the Majority and Minority Groups.

(The Meeting closed at 10.30 a.m.)

Signature

Date