

**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 .....