

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE  
ON TUESDAY 01 JUNE 2016 COMMENCING AT 6.00 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Chief Executive Officer

**1. APOLOGIES FOR ABSENCE**

None, all Members present.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**3. MINUTES**

**RESOLVED** That the Minutes of a Meeting of a meeting of the Personnel Committee held on 07 March 2016 (Minute Nos. 35 - 44) be approved as a correct record.

**4. TIME OFF IN LIEU (TOIL) POLICY**

Members considered the draft TOIL policy and asked that several further amendments be made. Members asked that the revised draft be circulated to all Personnel Committee Members for their consideration prior to the draft TOIL policy being put to the Full Council for approval and implementation.

**RECOMMENDATION** That the draft Time Off In Lieu policy be put to the Full Council at its June 2016 meeting (subject to the incorporation of any further amendments following circulation of the revised draft document to the Personnel Committee (as outlined above)) (**APPENDIX NO. 1**).

**5. REVIEW OF HR POLICIES (FIRST TRANCHE)**

Members were requested to review the following policies:

- Adoption Leave Policy
- Bullying & Harassment at work: Policy & Procedure
- Capability Procedure
- Disciplinary Procedure
- Flexible Working Policy
- Grievance Procedure
- Induction Policy & Probationary Period Procedure
- Lone Worker's Policy
- Maternity Policy

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

- The following overarching amendments be made to all BTC policies:
  - The words "Town Clerk" be amended to read "Chief Executive Officer"
  - The words "Chairman and Leader" be amended to read "Chairman of the Council and Leader of the Council (or their deputies)".
- Capability Procedure (**APPENDIX NO. 2**)
- Disciplinary Procedure (**APPENDIX NO. 3**)
- Grievance Procedure (**APPENDIX NO. 4**)
- Induction Policy & Probationary Period Procedure (**APPENDIX NO. 5**)
- Lone Worker's Policy (**APPENDIX NO. 6**)
- Maternity Policy (**APPENDIX NO. 7**)

**6. 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.

**7. CONFIDENTIAL MINUTES**

**RESOLVED** That the Confidential Minutes of a Meeting of the Personnel Committee held on 07 March 2016 (Minute Nos. 39 - 44) be approved as a correct record.

**8. PERSONAL PROTECTION EQUIPMENT (PPE) REQUEST**

**RESOLVED** That the request for the purchase of Personal Protection Equipment (PPE) by an employee be agreed at a total cost of £54.14 plus VAT.

**9. STAFFING MATTERS**

**RESOLVED** As set out in the Confidential Minutes.

(The Meeting closed at 7.20 p.m.)

Signed .....

Date .....