

Our Ref: MD

08 September 2011

To: All Members of the Personnel Committee
(Councillors Drinkwater, Mrs Fisher and Isaacs)

Dear Councillor

PERSONNEL COMMITTEE – MONDAY 12 SEPTEMBER 2011

You are invited to attend a meeting of the Personnel Committee at the **Town Council's office, Lambourne House, Bridge Cross Road, Burntwood** on **Monday 12 September 2011, commencing 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 INTEREST

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2007.

3. MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Personnel Committee held on 12 July 2011 (Minute Nos. 1 - 4) (presented to the Town Council on 28 July 2011) (**WHITE ENCLOSURE**).

4. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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 meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

5. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Personnel Committee held on 12 July 2011 (Minute Nos. 1 - 4) (presented to the Town Council on 28 July 2011) (**PINK ENCLOSURE**).

6. STAFFING MATTERS (PINK ENCLOSURE)

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 12 JULY 2011 COMMENCING AT 9.00 A.M.**

PRESENT

Councillor Isaacs (in the Chair)
Councillor Constable (substitute for Councillor Mrs Fisher), Drinkwater

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillor Mrs Fisher.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of Meeting of the Personnel Committee held on 03 March 2011 (Minute Nos. 13 – 19) be approved as a correct record.

4. EXCLUSION OF THE PRESS AND PUBLIC

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 meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

5. STAFFING MATTERS

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 9.27 a.m.)

Signed

Date