

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 05 DECEMBER 2016 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Mrs M Danby, Chief Executive Officer

18. APOLOGIES FOR ABSENCE

Councillor Drinkwater (compassionate leave).

19. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

20. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 26 September 2016 (Minute Nos. 10- 17) be approved as a correct record.

21. SICKNESS AND ABSENCE: GUIDANCE FOR EMPLOYEES (DRAFT) (MINUTE NO. 14 REFERS)

Members considered comments made by the HR Specialist on the Sickness and Absence: Guidance for Employees (draft) document. Members raised queries on a number of points which the Chief Executive Officer was requested to be put to the HR Specialist for clarification.

RESOLVED That this item be deferred to the next meeting of the Committee.

22. 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.

23. STAFF TOIL RECORD TO 25 NOVEMBER 2016

RESOLVED That the Staff Toil record to 25 November 2016 be received and noted.

(The Meeting closed at 6.17 p.m.)

Signed

Date