

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 10 DECEMBER 2012 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

26. APOLOGIES FOR ABSENCE

Councillor Isaacs

27. DECLARATIONS OF INTEREST

None declared.

28. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 17 September 2012 (Minute Nos. 19 – 25) be received and approved as a correct record.

29. 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.

30. STAFFING MATTERS

Members received the Job Descriptions and latest Appraisal/Reviews for all members of staff.

RESOLVED THAT:

- i) BTC02 be requested to consider acting as Minute Taker at Town Council meetings and most Committee meetings, such duties to be in addition to existing Job Description and paid hours.

- ii) BTC03 to be requested to undertake specific Cemetery training course(s) as currently provided by the Society of Local Council Clerks (SLCC).
- iii) BTC04: Hours worked on BWF to be shown in Accounts Cost Centre 210 and weekly liaison/forward planning to be addressed at Supervision meeting.

(The Meeting closed at 10.35 a.m.)

Signature

Date