

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 20 AUGUST 2012 COMMENCING AT 9.30 A.M.**

Present

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

In attendance

Mrs M Danby, Town Clerk

9. APOLOGIES FOR ABSENCE

None, all Members present.

10. DECLARATIONS OF INTEREST

None declared.

11. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 11 June 2012 (Minute Nos. 1 – 8) be approved as a correct record.

12. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)

Members considered the draft Authorised Leave Policy and Procedure and requested that further amendments be made.

RESOLVED That the requested amendments be made to the above draft Policy and the document be circulated to the Committee via email for their consideration prior to the Policy being put to the Town Council for consideration with a view to it being adopted and implemented.

13. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSIONS SCHEME (LGPS) 2008 (DRAFT) (MINUTE NOS. 27 (2011/12) AND NO. 5 (2012/13 REFER)

RESOLVED That the draft Statement of Policy be put to the Town Council for adoption and implementation.

14. SUPERVISION POLICY (DRAFT)

**BURNTWOOD TOWN COUNCIL
PERSONNEL COMMITTEE
20 AUGUST 2012**

Members were advised that all staff had been consulted on the above document, as requested by the Town Council at its meeting on 10 May 2012 (Minute No. 11.2 refers).

RESOLVED That the Supervision Policy be adopted and implemented with effect from 01 September 2012.

(The Meeting closed at 10.50 a.m.)

Signed

Date