

Our Ref: MD

12 September 2012

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

Dear Councillor

PERSONNEL COMMITTEE

You are invited to attend a **Meeting of the Personnel Committee** at the **Town Council's office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood** on **Monday 17 September 2012 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 Town Council's Code of Conduct (adopted 12 July 2012).

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 20 August 2012 (Minute Nos. 9 – 14) (presented to the Town Council on 05 September 2012 (**ENCLOSURE NO. 1**))

4. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)

To consider the revised draft Authorised Leave Policy and Procedure with a view to recommending that the Town Council adopt and implement the Policy and Procedure at its next meeting (**ENCLOSURE NO. 2**).

5. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) 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.

6. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Special Meeting of the Personnel Committee held on 07 September 2012 (Minute Nos. 15 – 18) (**ENCLOSURE NO. 3 – PINK**).

7. STAFFING MATTERS (ENCLOSURE NO. 4 – PINK)

**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)

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