

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 01 JUNE 2015 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Mrs Rigby (in the Chair)
Councillors Mrs Banevicius, Mrs Constable and Mrs Tranter

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillor Stokes.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 02 March 2015 (Minute Nos. 27 – 35) be received and noted.

4. ANNUAL REVIEW OF BTC POLICIES (FIRST TRANCHE)

Members were advised that the Committee Chairman had requested that the annual policies review be split into two tranches to spread the workload.

Minor amendments were made to the following policies (these are available on request and may also be viewed at the Town Council's office):

Adoption Leave Policy
Bullying and Harassment at Work: Policy and Procedure
Capability Procedure
Disciplinary Procedure
Flexible Working Policy
Grievance Procedure
Lone Worker's Policy*

***RECOMMENDATION TO THE POLICY & RESOURCES COMMITTEE** that an external company be engaged to act as first contact for alarm activations outside of normal working hours.

5. SHARED PARENTAL LEAVE POLICY

It was noted that following a recent change in legislation a draft Shared Parental Leave Policy would be tabled for consideration at the next meeting of the Committee; it was further noted that the Shared Parental Leave Policy may need to be referenced in the Adoption Leave Policy.

6. 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.

7. CONFIDENTIAL MINUTES

RESOLVED That the Confidential minutes of a Meeting of the Joint Meeting of the Personnel and Policy & Resources Committees held on 08 April 2015 (Minute Nos. 36 - 39) be received and noted.

8. STAFFING STRUCTURE REVIEW WORKING GROUP

Councillor Mrs Rigby advised Members that she had been appointed as the new Staffing Structure Review Working Group Chairman and that she proposed to see the Review concluded as soon as possible to enable recommendations to be put to the Full Council for approval/ratification.

(The Meeting closed at 10.50 a.m.)

Signed

Date