

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 12 JUNE 2017 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Constable (in the Chair)
Councillors Mrs Bacon, Mrs Banevicius (from 6.27pm), Humphreys and Mrs Shingler

In attendance

Mrs M Danby, Chief Executive Officer

1. APOLOGIES FOR ABSENCE

None, all Members present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 06 March 2017 (Minute Nos. 24 – 31) be approved as a correct record.

4. DRAFT EMPLOYEE HANDBOOK

BTC staff had reviewed the existing HR policies against the draft Employee Handbook, as requested at the previous meeting (Minute No. 27 2016/17 refers).

Members considered the various differences between the existing policies and the draft Employee Handbook and **agreed** that minor amendments be made to the Handbook reference numbers 2.11.2, 4.41, 5.3, 5.4, 5.5, 6.3.2 and 6.3.3. It was also **agreed** that the existing BTC Occupational Sick Pay replace the Handbook section 4.46 in its entirety.

AGREED That the CEO incorporate the above amendments into the draft Employee Handbook and that revised draft (with tracked changes) be circulated to all Personnel Committee members with a view to the agreed final draft being submitted to the Full Council for ratification and implementation.

5. 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.

6. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of a meeting of the Personnel Committee held on 06 March 2017 (Minute Nos. 28 – 31) be approved as a correct record.

7. STAFF TOIL RECORD TO 02 JUNE 2017

RESOLVED That the Staff TOIL record to 02 June 2017 be received and noted.

8. STAFF ISSUE

Members received the CEO's confidential report regarding an issue between two members of staff.

RESOLVED That approval was given for the CEO to arrange mediation (to be funded by the Town Council) by an external provider in an attempt to resolve the situation. Consideration was given to four quotations that had been sourced and Members agreed on their preferred provider at a cost not exceeding £125 per hour plus VAT (it was noted that it was difficult to gauge the amount of time required to complete the exercise and that this was likely to be up to a maximum of 14 hours).

THE CEO LEFT THE MEETING AT 6.52PM

9. TOIL ISSUE

RESOLVED That the Personnel Committee noted the decision taken by the Full Council in this matter (Personnel Committee Minute No. 29 2016/17 and Full Council Minute No. 29 2017/18 refer)

(The Meeting closed at 7.05 p.m.)

Signed

Date