

Our Ref: MD

08 August 2013

To: All Members of the Personnel Committee

(Councillors Bradbury (Committee Chairman), Campbell, Constable, 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 **Tuesday 20 August 2013 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 INTERESTS AND DISPENSATIONS

To receive any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 03 June 2013 (Minute Nos. 1 - 7) (presented to the Town Council on 11 July 2013 (**ENCLOSURE NO. 1**)).

4. AMENDMENT TO THE COMMITTEE'S MEETING SCHEDULE

Members are requested to note that the 02 September 2013 meeting has been rescheduled to **Thursday 17 October 2013**.

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.

5. STAFFING MATTERS (ENCLOSURE NO. 2 – PINK)

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 03 JUNE 2013 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES

Councillors Constable and Isaacs.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 22 April 2013 (Minute Nos. 37 - 41) be approved as a correct record.

4. SUPERVISION POLICY

Members considered whether the Supervision Policy was working as originally intended and whether any amendments were required.

RESOLVED That no amendments were necessary as the Policy was working well.

5. HR POLICIES REVIEW SCHEDULE

RESOLVED That the existing Review Schedule is considered to be satisfactory as it stands.

6. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expanded 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.

7. STAFFING MATTERS

- 7.1 **RESOLVED** That a staff review be prepared for consideration at the December 2013 meeting of the Committee, such review to include apportionment of tasks, succession planning, etc.
- 7.2 **RESOLVED** That training be sourced in the use of technology and imaging.
- 7.3 **RESOLVED** That the Planning Committee Chairman/Vice-Chairman be requested to gather Members comments at meetings and sum up the agreed submissions to be sent to the Local Planning Authority.

(The Meeting closed at 10.10 a.m.)

Signature

Date