

Our Ref: MD

07 March 2013

To: All Members of the Personnel Committee
(Councillors Campbell (Committee Chairman), 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 **Monday 11 March 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 INTEREST AND DISPENSATIONS

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

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 10 December 2012 (Minute Nos. 26 – 30) (presented to the Town Council on 10 January 2013 (**ENCLOSURE NO. 1**))

4. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expanded 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 11 MARCH 2013 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Constable and Mrs Evans

In attendance

Mrs M Danby, Town Clerk

31. APOLOGIES FOR ABSENCE

Councillors Mrs Fisher and Isaacs

32. DECLARATIONS OF INTEREST

None declared.

33. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 10 December 2012 (Minute Nos. 26 - 30) be received and approved as a correct record.

34. EXCLUSION OF THE PRESS AND PUBLIC

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

35. STAFFING MATTERS

RESOLVED THAT:

- a) The 2012/13 Staff Records (as at 11 March 2013) be received and noted.
- b) The request from BTC02 that she be permitted to take time for the leave entitlement accrued over the year on additional hours worked rather than be paid for those hours be agreed.
- c) The Town Clerk discuss with BTC02 and BTC03 whether they were available to work more hours to enable the Town Council's office to be open to the public from 9 am - 5 pm Monday-Friday – their responses, together with

estimated cost to the Town Council, to be reported to the next meeting of the Personnel Committee.

- d) The arrangements for training courses for BTC02 and BTC03 be received and noted.
- e) The date of the next Supervision/Annual Appraisal meetings (10 April 2013) for BTC02, BTC03, BTC04 and BTC05 be noted.
- f) A mutually convenient date be set for the Town Clerk's Annual Appraisal.

36. DATE OF NEXT MEETING

Monday 22 April 2013 at 9.30 a.m.

(The Meeting closed at 10.10 a.m.)

Signature

Date

