

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 06 MARCH 2017 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Rigby (in the Chair)
Councillors Mrs Constable, Drinkwater (from 6.40 pm), Mrs Pullen (from 6.10 pm) and Mrs Shingler

In attendance

Mrs M Danby, Chief Executive Officer

24. APOLOGIES FOR ABSENCE

None, all Members present.

25. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

26. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 05 December 2016 (Minute Nos. 18 - 23) be approved as a correct record.

27. DRAFT EMPLOYEE HANDBOOK

Members were reminded that the Town Council's outsourced HR Specialist had been requested to review the Town Council's HR policies, this had resulted in the compilation of a draft Employee Handbook. The Handbook covers the HR policies but it was noted that many of these had been abbreviated for ease of reading however Members were of the opinion that some important text had been omitted from existing policies and amendments were required to reflect how the Town Council has delegated various actions to the Personnel Committee, etc.

Members felt that it was necessary to review the existing HR policies against the draft Employee Handbook before taking this further.

RESOLVED That the CEO would review the existing HR policies against the draft Employee Handbook and that this matter would be considered further at the next meeting of the Committee.

28. 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.

29. ADDITIONAL HOURS WORKED BY STAFF ON TRAINING UNDERTAKEN OUTSIDE NORMAL HOURS

RESOLVED as set out in the Confidential Minutes.

30. DIRECT SERVICES MANAGER

RECOMMENDATION as set out in the Confidential Minutes.

31. STAFF TOIL RECORD TO 17 FEBRUARY 2017

RESOLVED as set out in the Confidential Minutes.

(The Meeting closed at 7.22 p.m.)

Signed

Date