



**Burntwood**  
TOWN COUNCIL

BONEY HAY  
BURNTWOOD  
CHASE TERRACE  
CHASETOWN

Unit 1, Lambourne House,  
Bridge Cross Road, Burntwood,  
Staffordshire WS7 2BX  
Telephone: 01543 677166  
Email: info@burntwood-tc.gov.uk  
www.burntwood-tc.gov.uk

Our Ref: MD

01 December 2015

**To: All Members of the Personnel Committee**  
(Councillors Mrs Banevicius, Mrs Constable, Stokes, Mrs Rigby (Committee Chairman)  
and Mrs Tranter)

Dear Councillor

### **PERSONNEL COMMITTEE**

You are invited to attend a meeting of the **Personnel Committee at the Town Council's Office on Monday 07 December 2015 commencing at 6.00 p.m.** to consider the following business.

Yours sincerely

**Mary Danby (Mrs)**  
Town Clerk

**PLEASE NOTE THE MEETING START TIME AND VENUE**

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

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

**3. ANNUAL REVIEW OF BTC POLICIES (SECOND TRANCHE)**

To review the following BTC policies:

- Maternity Policy (**ENCLOSURE NO. 1**)
- Parental Leave Policy (**ENCLOSURE NO. 2**)
- Paternity Leave Policy (**ENCLOSURE NO. 3**)
- Sickness and Absence Policy (**ENCLOSURE NO. 4**)
- Staff Appraisal Scheme (**ENCLOSURE NO. 5**)
- Time Off for Dependants and Close Relatives (**ENCLOSURE NO. 6**)
- Work Related Stress Policy (**ENCLOSURE NO. 7**)

**4. SHARED PARENTAL LEAVE POLICY (DRAFT) (ENCLOSURE 8)**

**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.

**6. CONFIDENTIAL MINUTES**

To approve as a correct record the Confidential Minutes of a Meeting of the Personnel Committee held on 21 September 2015 (Minute Nos. 15 - 20) (**ENCLOSURE NO. 9**).

**7. STAFFING STRUCTURE REVIEW: IMPLEMENTATION**

**7.1 OMCC Admin Assistant (BTC03)** – Information will be provided by the Personnel Committee Chairman at the meeting.

**7.2 Senior Admin Assistant (BTC04)** – Information will be provided by the Personnel Committee Chairman at the meeting.

**7.3 Confirmation of Recruitment Timetable for internal applications for the post of Senior Administration Officer**