

Our Ref: MD

05 December 2012

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 10 December 2012 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 17 September 2012 (Minute Nos. 19 – 25) (presented to the Town Council on 08 November 2012 (**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 BURNTWOOD TOWN COUNCIL'S OFFICES
ON MONDAY 17 SEPTEMBER 2012 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

19. APOLOGIES FOR ABSENCE

Councillors Constable, Drinkwater and Isaacs.

20. DECLARATIONS OF INTEREST

None declared.

21. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 20 August 2012 (Minute Nos. 9 – 14) be approved as a correct record.

22. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)

Members agreed further minor amendments to the draft Authorised Leave Policy and Procedure.

RECOMMENDED That the draft Authorised Leave Policy and Procedure be adopted and implemented by the Town Council at its meeting on 08 November 2012.

23. 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 meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

24. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of the Special Meeting of the Personnel Committee held on 07 September 2012 (Minute Nos. 15 – 18) be approved as a correct record.

25. STAFFING MATTERS

RESOLVED That copies of administrative staff Appraisal Forms and Job Descriptions be provided to Committee Members to guide discussions at the next meeting of the Committee.

(The Meeting closed at 10.20 a.m.)

Signed

Date