

Our Ref: MD

29 May 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 **Monday 03 June 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, if any.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Personnel Committee held on 22 April 2013 (Minute Nos. 37 - 41) (presented to the Town Council on 09 May 2013 (**ENCLOSURE NO. 1**)).

4. SUPERVISION POLICY

To consider whether the Supervision Policy is working as originally intended and whether any amendments are required (**ENCLOSURE NO. 2**).

5. HR POLICIES: REVIEW SCHEDULE

To consider implementing a schedule against which the Council's HR policies will be reviewed and amended as necessary (Members have previously received a CD-ROM containing the Council's current HR policies).

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

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

37. APOLOGIES

Councillor Constable

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

39. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 11 March 2013 (Minute Nos. 31 - 36) be received and approved as a correct record.

40. 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.

41. STAFFING MATTERS

41.1 Supervision/Annual Appraisal Meetings

The Town Clerk advised Members that Supervision/Annual Appraisal Meetings had been held with all the administrative staff.

RESOLVED That the information be received and noted.

41.2 Staff Feedback re proposal for longer office opening hours

Members received the positive feedback on the above proposal and indicative additional staffing costs.

RESOLVED That staff be thanked for their feedback; that a log be kept for three months of all callers to the office and telephone calls and the reason for those visits/calls - the Personnel Committee will receive this data and consider whether a three month trial of longer opening hours is a viable proposition.

41.3 **Society of Local Council Clerks (SLCC) National Executive Committee (NEC): Staffordshire Representative**

The Town Clerk sought permission to attend quarterly meetings of the SLCC NEC following her recent appointment as the Staffordshire representative.

RESOLVED That permission be granted on the proviso that the SLCC reimburse mileage and subsistence expenses.

(The Meeting closed at 10.30 a.m.)

Signature

Date