

**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 .....