

**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 .....