
MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL
held at Stanley Civic Hall, Front Street, Stanley on Tuesday 12th January 2016 at 6.30pm

PRESENT: Cllr R Harrison* Cllr D Mills Cllr D Walker Cllr J Charlton
Cllr A Clegg Cllr M Wilkinson Cllr G Graham Cllr J Nicholson
Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)

459 **APOLOGIES**

Apologies received from Councillors C Bell, L Marshall and B Nair were accepted by the Committee.

460 **DECLARATIONS OF INTEREST**

Cllr J Charlton declared an interest as a Durham County Councillor.

461 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Clerk noted that no one was recording the meeting.

462 **PUBLIC PARTICIPATION**

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

463 **CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr G Graham, seconded by Cllr A Clegg and **RESOLVED** that the Committee approve the minutes of the Personnel Committee meeting held on 1st December 2015.

464 **ABSENCE MANAGEMENT POLICY**

Members discussed the proposed absence management policy.

It was proposed by Cllr W Nixon, seconded by Cllr G Graham and **RESOLVED** that the Committee recommend that the absence management policy be approved subject to amending page 29, paragraph 5 (extreme cases to be changed to certain cases).

The Clerk is to look into ill health early retirement regulations and also to amend page 9 'additional relevant policies'.

465 **SPECIAL LEAVE POLICY**

Members discussed the draft special leave policy.

It was proposed by Cllr G Graham, seconded by Cllr A Clegg and **RESOLVED** that the committee recommend that the special leave policy be approved, subject to clarifying that 'own child' means own/dependent child.

466 **DATE, TIME AND VENUE OF NEXT MEETING**

2nd February 2016, 6.30pm, Stanley Education Centre