

**A MEETING OF THE PERSONNEL SUB BOARD
WAS HELD ON 6 JUNE 2007**

The Mayor (Councillor Gill) (ex-officio), Chairman of Policy and Organisation Board (Councillor Cully) (ex-officio), Councillors Carter (P), Chegwyn (P), Clinton (P), Hook (P), Smith and Wright (P)

It was reported that, in accordance with Standing Orders, notice had been received that Councillor Hicks would replace Councillor Smith for this meeting.

1. APOLOGIES

Apologies for inability to attend the meeting were received on behalf of The Mayor (Councillor Gill) and Councillor Smith.

2. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2007-2008

RESOLVED: That Councillor Wright be elected Chairman for the Municipal Year 2007-2008.

3. ELECTION OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2007-2008

RESOLVED: That Councillor Chegwyn be elected Vice Chairman for the Municipal Year 2007-2008.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

RESOLVED: That the Minutes of the meeting of the Sub Board held on 21 March 2007 be approved and signed as a true and correct record.

6. DEPUTATIONS

There were no deputations received.

7. PUBLIC QUESTIONS

There were no public questions received.

PART II

8. EQUAL OPPORTUNITIES IN EMPLOYMENT

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'A') advising the Sub-Board of the necessity to update the Council's Equal Opportunities Policies, including the production of a separate policy covering Bullying and Harassment.

RESOLVED: That the adoption, with immediate effect, of the revised Equality and Diversity in Employment Policy and the Bullying and Harassment Policy be approved.

9. REDUNDANCY POLICY

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'B') advising the Sub-Board of the necessity to update the Council's Redundancy Policy in view of the change in redundancy payment calculations and legislation relating to discrimination.

RESOLVED: That the adoption, with immediate effect, of the revised Redundancy Policy be approved.

10. SMOKE-FREE POLICY

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'C') advising the Sub Board of the necessity to update the Council's Smoking Policy in view of the change in legislation.

The Head of Personnel confirmed that it was not felt appropriate for the policy to further define the term "immediate vicinity of workplaces". However, experience and any future case law may assist in determining whether a more accurate definition is needed. This would be monitored.

RESOLVED: That the adoption of the Smoke-Free Policy be approved with effect from 1 July 2007.

11. CHRISTMAS CLOSURE

Consideration was given to a report of the Chief Executive (a copy of which is affixed in the Minute Book at Appendix 'D') advising the Sub Board of a request received from UNISON that the Town Hall should close to the public on Monday, 24 December 2007 and that staff should be required to take a day's leave or flexi-leave on that day.

Members considered the question of whether staff could take flexi-leave on 24 December and concluded that this would not be appropriate.

RESOLVED: That:

- i. the closure of the Town Hall to the public on Monday, 24 December 2007 be approved; and
- ii. staff be required to take one day's annual leave on that day.

12. ANY OTHER ITEMS

There were no other items under the Chairman's special circumstances discretion to raise as a matter of urgency.

13. EXCLUSION OF THE PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information within Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

14. EARLY RETIREMENT

Consideration was given to an exempt report of the Borough Solicitor (a copy of which is affixed in the Minute Book at Appendix 'E') seeking approval for a request from a member of staff for early retirement.

The report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

The report indicated that approval was recommended as the retirement presented an opportunity to make financial savings and in time may provide a development vacancy for a trainee with the appropriate interest in the work in question.

RESOLVED: That approval be given to:

- (i) the request by the member of staff for early retirement with effect from 30 June 2007.
- (ii) a Council contribution of £11,878 to the pension fund.

The meeting commenced at 6.00pm and concluded at 6.16 pm

CHAIRMAN