

**A MEETING OF THE PERSONNEL SUB BOARD
WAS HELD ON 10 JUNE 2009**

The Mayor (Councillor Mrs Searle) (ex-officio), Councillors Burgess (P), Carter (P), Forder (P), Gill (P), Hook (P) and Wright (P)

1. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2009-2010

RESOLVED: That Councillor Carter be elected Chairman of the Sub Board for the Municipal Year 2009-2010.

2. ELECTION OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2009-2010

RESOLVED: That Councillor Hook be elected Vice Chairman of the Sub Board for the Municipal Year 2009-2010.

3. APOLOGIES

An apology for inability to attend the meeting was received on behalf of The Mayor.

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 5 February 2009 be approved and signed as a true and correct record.

It was reported that the Review Interviews with the Chief Executive and Borough Treasurer had been completed in accordance with Minute 33.

6. DEPUTATIONS

There were no deputations received.

7. PUBLIC QUESTIONS

There were no public questions received.

PART II

8. DISCIPLINARY, GRIEVANCE AND DISMISSAL PROCEDURES

Consideration was given to a report of the Head of Personnel seeking the Sub Board's approval for an update to the Council's Disciplinary, Grievance and Dismissal Procedures, consequent on a change in the law.

RESOLVED: That the updated Disciplinary, Grievance and Dismissal Procedures, attached as Appendix A to the report of the Head of Personnel, be adopted with immediate effect.

9. REMOVAL AND DISTURBANCE ALLOWANCE SCHEME

Consideration was given to a report of the Head of Personnel which sought the Sub Board's approval for an update to the Council's Removal and Disturbance Scheme, so that it more adequately reflected the time needed for a move to take place, and the cost of temporary accommodation, whilst maintaining the overall limit on expenditure.

RESOLVED: That an increase in the lodging allowance and an extension of the time allowed for a move, as detailed in the revised Removal and Disturbance Scheme attached as Appendix A to the report of the Head of Personnel, be approved with immediate effect.

10. PAY REVIEW – 2008/9 AND 2009/10

Consideration was given to a report of the Head of Personnel which advised the Sub Board of the result of arbitration in respect of the pay negotiations for 2008/9 and of developments relating to the claim for 2009/10.

RESOLVED: That the information contained in the report of the Head of Personnel be noted.

11. ANY OTHER ITEMS

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

12. EXCLUSION OF THE PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it was 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 items there would be disclosure to them of exempt information within Paragraph 1 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 outweighed the public interest in disclosing the information, for the reasons set out in the report.

13. APPLICATION FOR FLEXIBLE RETIREMENT

Consideration was given to a report of the Head of Personnel which requested the Sub Board's approval for an application for flexible 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 information that was not considered appropriate to be released to the public.

RESOLVED: That the application for flexible retirement from the holder of Post DS 15A – Administrative Assistant – be approved with effect from 18 September 2009.

The meeting commenced at 6.00pm and concluded at 6.12pm

CHAIRMAN