

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON MONDAY 25 JULY 2011 AT 6.00PM AT BPC OFFICES**

Present: J Hunt (Chair); Mrs J Perez, R Furolo, Mrs S Lefevre-Wellard, Mrs C Neal; Mrs. J Shirley
(Parish Clerk)

Members of Public Present: None

Members of Press Present: None

098/PC TO APPOINT A CHAIRMAN FOR THE ENSUING YEAR
Cllr Hunt was unanimously elected as Chair to the committee

099/PC TO RECEIVE APOLOGIES FOR ABSENCE
None.

100/PC MINUTES
The minutes from the Personnel Committee meeting held on 20th April 2011 were approved and signed.

101/PC SEPARATE BUSINESS
The Chairman will move the adoption of the following resolution:
That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

The committee agreed to continue the temporary agency cover for reception during the current period of sickness. It was noted that the employee currently on sickness leave will not return to work prior to 3rd August and a Fit for Work certificate is needed from the GP. The Clerk is meeting with the employee to discuss what workload adaptations will need to be put in place.

The committee agreed to refer employees on long-term sickness leave to Gloucestershire County Council's occupational health unit for independent assessment and return to work plans.

The clerk will update the committee during the confidential section of the full council meeting on 3rd August.

102/PC DATE OF NEXT MEETING – to be arranged.

The meeting closed at 7.00pm.

Signed

Date