

Notice of Meeting



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Personnel Committee

Wednesday, 7th March, 2018 at 11.30 am
in Members' Board Room Council Offices
Market Street Newbury

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Date of despatch of Agenda: Tuesday, 27 February 2018

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser / Janet Giddings on (01635) 519045/519422

e-mail: moira.fraser@westberks.gov.uk / janet.giddings@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

To: Councillors Pamela Bale (Chairman), Dennis Benneyworth, Richard Crumly (Vice-Chairman), Carol Jackson-Doerge and Mollie Lock

Substitutes: Councillors Lee Dillon, Billy Drummond and Gordon Lundie

Agenda

Part I

Page No.

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 10
To approve as a correct record the Minutes of the meeting of the Committee held on 12 February 2018.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Revised Sickness Absence Procedure PC3396** 11 - 48
Purpose: To seek approval from Personnel Committee to amend the Sickness Absence – Reporting and Management: Policy, Procedure and Guidance to improve the management of long term sickness absence and reduce the risk of claims at Employment Tribunal.

Andy Day
Head of Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.