

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

PERSONNEL COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY, 20 DECEMBER 2012

Councillors Present: Jeff Beck (Substitute) (In place of Peter Argyle), Tony Linden, Mollie Lock (Vice-Chairman), Andrew Rowles and Quentin Webb (Chairman)

Also Present: Robert O' Reilly (Head of HR), Moira Fraser (Democratic and Electoral Services Manager)

Apology for inability to attend the meeting: Councillor Peter Argyle

PART I

8. Minutes

The Minutes of the meeting held on 12 November 2012 were approved as a true and correct record and signed by the Chairman.

Matters Arising

Robert O' Reilly reported that:

1. opportunities for apprentices to meet had been set up on a quarterly basis and the first event would take place on Friday 21 December 2012;
2. an online forum had been set up for apprentices to share views;
3. additional information on inducting apprentices had been included in the guidance produced for managers;
4. Awareness raising of the scheme would be undertaken by the West Berkshire Training Consortium to ensure that the message was spread more broadly;
5. West Berkshire Training consortium would be providing apprentices leaving the Council at the end of their fixed term contracts with additional training on job seeking skills;
6. the amended programme for refreshing HR Policies within the remit of the personnel Committee had been circulated on the 30 November 2012.

9. Declarations of Interest

There were no declarations of interest received.

10. Date of Next Meeting

The Committee agreed to hold the next meeting on 19 February 2013 at 11.30am.

11. Exclusion of Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#). [Rule 9.10.4 of the Constitution also refers.](#)

PERSONNEL COMMITTEE - 20 DECEMBER 2012 - MINUTES

12. Application for Premature Retirement (PC2576)

(Paragraph 1 – information relating to an individual)

(Paragraph 2 – information identifying an individual)

The Committee considered an exempt report (Agenda Item 6) concerning an application to approve a premature retirement and the ensuing release of retirement pension benefits should the Executive be minded to release the funding to do so. Robert O'Reilly reported that the Executive had agreed to the funding at the meeting that had taken place earlier that day.

Members noted the background as set out in the confidential report.

RESOLVED that the early release of the pension benefits for the individual concerned be approved.

(The meeting commenced at 11.30 am and closed at 11.42 am)

CHAIRMAN

Date of Signature