

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE PERSONNEL COMMITTEE  
HELD AT 6.00PM ON TUESDAY 3<sup>RD</sup> AUGUST 2022  
AT THE RINGS COMMUNITY HUB**

**PRESENT:** Cllr Watson (Chairman), Cllrs Fryer, Rutland and Turnbull.

- 1. Housekeeping:** The Chairman advised those present of the emergency escape procedures. It was requested that mobile phones be switched to silent. If a call was received and had to be taken Members were politely requested to leave the room.
- 2. Apologies for Absence:** None.
- 3. Declarations of Interest:** None.
- 4. Absence Through Sickness Policy**
- 5. Absence Management Procedure** – It was identified that there were several overlaps in the Absence Through Sickness Policy and Absence Management Procedure. It was PROPOSED that the Absence Through Sickness Policy and Absence Management Procedure be combined into one document. In addition, Members felt that the Capability Procedure could also be incorporated into the new document. Discussion followed, and suggestions made, regarding information to be included and deletions to be made. NALC guidelines were followed, where appropriate, and adapted to suite Ingleby Barwick Town Council.
- 6. Date of next meeting.** To be arranged.

The meeting ended at 7.05pm.