

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 3 April 2019**

Councillor John Clarke (Chair)

Councillor Michael Adams  
Councillor Bob Collis

Councillor Kevin Doyle  
Councillor Marje Paling

Apologies for absence: Councillor Michael Payne and Councillor Chris Barnfather

Officers in Attendance: K Bradford, D Archer and H Lee

**23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillors Payne and Barnfather.

**24 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 19 DECEMBER 2018.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**25 DECLARATION OF INTERESTS.**

None.

**26 MENOPAUSE IN THE WORKPLACE POLICY**

The Service Manager Organisational Development presented the Menopause in the Workplace policy proposal, which had been circulated in advance of the meeting.

**RESOLVED to:**

- 1) Approved the proposed Menopause in the Workplace policy and;
- 2) To bring a report back to the Committee in twelve months.

**27 MINOR CHANGES TO THE CODE OF PRACTICE FOR GIFTS AND HOSPITALITY**

The Director of Organisational Developments and Democratic Services introduced a report to seek authority to implement minor amendments to the Gifts and Hospitality Code of Practice for members and Officers, which had been circulated in advance of the meeting.

**RESOLVED TO:**

Adopt the amendments.

**28**

**ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

The meeting finished at 10.40 am

Signed by Chair:  
Date: