

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 16 March 2022**

Councillor John Clarke (Chair)

Councillor Michael Adams  
Councillor Sandra Barnes

Councillor Bob Collis  
Councillor Marje Paling

Absent: Councillor Michael Payne and Councillor Sam Smith

Officers in Attendance: D Archer and B Hopewell

**19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillors Payne and Smith.

**20 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 14 DECEMBER 2021.**

**RESOLVED:**

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

**21 DECLARATION OF INTERESTS.**

None.

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

None.

**23 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972.

**24 REVIEW OF ABSENCE AND ATTENDANCE POLICIES**

The Head of HR, Performance and Service Development introduced a report, which had been circulated in advance of the meeting, seeking authority to begin consultation with trade unions on proposed revisions to the Attendance Management Policy and the Absence Management Procedure to progress the adoption of these revised policies through the relevant committees of the council.

**RESOLVED to:**

- 1) Support the draft revised Attendance Management Policy and endorse the commencement of the consultation and implementation process as described in the report.
- 2) Support the draft revised Absence Management Procedure and endorse the commencement of the consultation and implementation process as described in the report.

The meeting finished at 10.20 am

Signed by Chair:  
Date: