

PERSONNEL COMMITTEE

5.00 P.M.

14TH JUNE 2017

PRESENT:- Councillors Lucy Atkinson (Chairman), Eileen Blamire, Caroline Jackson, Ronnie Kershaw, Jane Parkinson, Margaret Pattison and Sylvia Rogerson

Officers in attendance:-

Suzanne Lodge	Chief Officer (Health and Housing)
Angela Jackson	HR Service Manager
Stephen Metcalfe	Principal Democratic Support Officer
Sue Graham	HR Partner
Catherine Joyce	HR Partner

THE MEETING COMMENCED, ADJOURNED AND RE-CONVENED AT 5.36 P.M.

1 APPOINTMENT OF VICE-CHAIRMAN

The Chairman requested nominations for the position of Vice-Chairman.

It was proposed by Councillor Parkinson and seconded by Councillor Pattison: -

“That Councillor Caroline Jackson be appointed Vice-Chairman of the Personnel Committee for the municipal year 2017/18.”

There being no further nominations, the proposition was declared carried.

Resolved:

That Councillor Caroline Jackson be appointed Vice-Chairman of the Personnel Committee for the municipal year 2017/18.

2 MINUTES

The minutes of the previous meeting held on 29th March 2017 were agreed as a correct record.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business authorised by the Chairman.

5 HEALTH & SAFETY POLICY

The Chief Officer (Health and Housing) submitted a report for the Committee to consider and approve the City Council's revised and updated Health and Safety Policy. The Policy was appended to the report for the Committee's consideration.

It was noted that the JCC had been consulted on the scheme and had referred this to the Personnel Committee for approval. The JCC had requested clarification of the position of City Councillors with regard to the provisions of the Health and Safety at Work Act 1974.

Resolved:

- (1) That the updated Health and Safety Policy, as appended to the report, be ratified for signature by the Chief Executive.
- (2) That the ambition and commitment reflected in the draft revised Health and Safety Policy be formally endorsed.

6 LONG SERVICE AWARDS

The HR Service Manager submitted a report to enable the Committee to consider and approve the introduction of a revised Long Service Awards Policy. The report informed of the current process, future options regarding the Long Service Awards and of the proposal to discontinue the Long Service Retirement Awards.

It was noted that the JCC had been consulted on the scheme and had referred this to the Personnel Committee for approval.

Resolved:

That the introduction of a revised Long Service Awards Policy, as appended to the report, effective from 13th September 2017 be approved.

7 CELEBRATING SUCCESS

The HR Service Manager submitted a report to consider and approve the introduction of a Celebrating Success Awards Scheme as part of the City Council's approach to employee recognition.

It was noted that the JCC had been consulted on the scheme and had referred this to the Personnel Committee for approval, with the following recommended additions:

- A category to be included for an award for Contribution to the Environment;
- Amendment of the Scheme to enable Councillors to nominate;
- Consideration of proposal for the winners to be acknowledged at a meeting of Full Council;
- A report back on the Scheme.

Resolved:

- (1) That, subject to the inclusion of the recommended additions of the JCC, the introduction of a Celebrating Success Awards Scheme, as part of the City Council's approach to employee recognition, be approved.

8 INVESTORS IN PEOPLE - PRESENTATION

The Committee noted that a presentation had been provided by the HR Service

Manager at the meeting of the JCC.

9 APPRENTICES & THE APPRENTICESHIP LEVY

The HR Service Manager provided a report to inform the Committee of the introduction of the Apprenticeship Levy and of the City Council's approach.

It was noted that the JCC had been consulted on the scheme and had referred this to the Personnel Committee for approval.

Resolved:

That the content of the report and the City Council's approach to maximising the Apprenticeship Levy be noted.

10 PERFORMANCE APPRAISAL

The HR Service Manager submitted a report to enable the Committee to consider and approve revisions to the staff appraisal scheme.

It was noted that the JCC had been consulted on the scheme and had referred this to the Personnel Committee for approval.

Resolved:

That the revisions to the City Council's staff appraisal scheme, as set out in the report and appendices, be approved.

11 VALUES AND BEHAVIOURS

The Chief Executive submitted a report to enable the Committee to consider and approve the introduction of a framework of values and behaviours to support people management processes and drive organisational cultural change.

It was noted that the JCC had been consulted and had referred the framework for approval by the Personnel Committee, subject to a progress report upon the framework to be provided to the JCC in 12 months' time.

Resolved:

- (1) That the introduction of a framework of values and behaviours to support people management processes and drive organisational culture be approved.

Chairman

(The meeting ended at 5.39 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail
sjmetcalfe@lancaster.gov.uk**