

PERSONNEL COMMITTEE

6.10 P.M.

3RD FEBRUARY 2015

PRESENT: Councillors Paul Gardner (Chairman), David Smith (Vice-Chairman), Keith Budden (substitute for Shirley Burns), Caroline Jackson, Margaret Pattison and Sylvia Rogerson

Apologies for Absence:

Councillor Shirley Burns and Jane Parkinson

Officers in attendance:

Sarah Taylor Chief Officer (Governance)

(minute numbers 25-29 only)

Nick Howard Environmental Services Manager

(minute numbers 25-28 only)

Kevin McKay Safety Manager

(minute numbers 25-28 only)

Stuart Hampson Human Resources and Organisational Development Manager

Angela Jackson Human Resources Service Manager

Peter Baines Senior Democratic Support Officer

25 MINUTES

The minutes of the previous meetings, held on 27th November and 8th December 2014, were agreed as a correct record.

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

28 CORPORATE HEALTH AND SAFETY ARRANGEMENTS AND MEMBERS' RESPONSIBILITIES

The Environmental Health Manager addressed members about Personnel Committee's responsibilities for health and safety, and outlined the council's broader legal and financial responsibilities.

In the course of discussion members requested regular, anonymised, updates of accidents which had occurred in the workplace. Further, it was agreed that Personnel Committee's representative on the Safety Committee required additional training, and that a full member briefing should be arranged in the new municipal year about the organisation's responsibilities with regard to health and safety.

Resolved:

- (1) That the report be noted;
- (2) That regular update report be brought to future meetings, with anonymised summaries of accidents at work;
- (3) That additional training be arranged for Personnel Committee's representative on the Safety Committee;
- (4) That a member briefing be requested on health and safety in the new municipal year (2015/16).

29 OFFICER EMPLOYMENT PROCEDURE RULES

Members considered a report on the Officer Employment Procedure Rules, part 4, section 6 of the Lancaster City Council Constitution, which were in need of revision to ensure that they complied with statutory requirements and the needs of the council.

It was noted that a report had been prepared for Council, about which the Committee's comments were sought.

Resolved:

That the draft report to Council be noted.

30 HUMAN RESOURCES POLICY DEVELOPMENT AND REVIEW

The Committee considered a report on new and amended human resources policies, which had been referred from the Joint Consultative Committee (JCC) for approval.

It was noted that the JCC had recommended the following policies for approval:

- i. Probation and Appointment Review Policy and Procedure;
- ii. Early Termination of Employment Policy and Arrangements; and
- iii. Flexible Working (Right to Request) Policy and Procedure;

Further, JCC had determined that the Shared Parental Leave Policy and Procedure be recommended for approval, subject to it being amended to advise potential applicants to seek information on the pension implications. JCC resolved that the Job Grading, Regrading and Appeals Procedure be reviewed by the Human Resources and Organisational Development Manager, in consultation with the trade unions, and brought to a future meeting of this Committee for approval.

Resolved:

- (1) That the following policies be approved:
 - i. Probation and Appointment Review Policy and Procedure;

- ii. Early Termination of Employment Policy and Arrangements; and
 - iii. Flexible Working (Right to Request) Policy and Procedure);
- (2) That the Shared Parental Leave Policy and Procedure be approved, subject to the policy being amended to advise potential applicants to seek advice on the full pension implications;
- (3) That the JCC's decision be noted that the Job Grading, Regrading and Appeals Procedure be reviewed by the Human Resources and Organisational Development Manager, in conjunction with trade union representatives, and referred to a future Personnel Committee meeting for approval.

31 RECRUITMENT FOR ON-CALL FIRE-FIGHTERS AT LANCASTER FIRE STATION

The Committee considered a request from Lancashire Fire and Rescue Service for support with the recruitment of on-call firefighters.

Should the Committee approve the request, it was noted that this would involve use of the council's internal marketing function to distribute publicity materials and advertise the posts on the intranet. In the course of discussion, members considered the likely impact on delivery of council services, should a member of staff successfully apply to become an on-call firefighter.

Resolved:

That the Human Resources and Organisational Development Manager be requested to write to Lancashire Fire and Rescue Service with an expression of support for their work, and a request for further information on the likely time implications for people who successfully applied to become on-call firefighters.

Chairman

(The meeting ended at 7:30pm)

**Any queries regarding these Minutes, please contact
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