

PERSONNEL COMMITTEE

6.10 P.M.

2ND FEBRUARY 2016

PRESENT:- Councillors Elizabeth Scott (Chairman), Lucy Atkinson (Vice-Chairman), Caroline Jackson, Ronnie Kershaw, Sylvia Rogerson and David Smith

Apologies for Absence:-

Councillor Jane Parkinson

Officers in attendance:-

Mark Cullinan	Chief Executive
Mark Davies	Chief Officer (Environment)
Stuart Hampson	HR & OD Manager
Angela Jackson	HR Service Manager
Sanna Hussain-Khan	HR Partner
Stephen Metcalfe	Principal Democratic Support Officer

30 MINUTES

The minutes of the previous meeting held on 29th October 2015 were agreed as a correct record.

31 DECLARATIONS OF INTEREST

There were no declarations of interest.

32 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

33 HR POLICY DEVELOPMENT & REVIEW

The Committee considered a report on new and amended Human Resources policies, and sought to determine whether to recommend them to the Personnel Committee for approval.

The Committee considered the following new or amended policies in turn: -

1. Sickness Absence Management Policy and Procedure (Revised Document)
2. Probation and Appointment Review Policy and Procedure (Revised Document)
3. Flexible Working (Right to Request) Policy and Procedure (Revised Document)
4. Mobile Phone and Personal Digital Assistant Device Policy (Revised Document)
5. Unpaid Leave Policy and Procedure (New Document)
6. Unpaid Parental Leave Policy and Procedure (Revised Document)
7. Emergency Dependents Leave Policy and Procedure (Revised Document)
8. Bereavement and Compassionate Leave Policy and Procedure (Revised Document)
9. Domestic Violence and Abuse Policy (New Document)
10. Job Grading, Regrading and Appeals Procedure (Revised Document)

The Committee was requested to note the draft policy on Alcohol and Substance Misuse and to ask Management to work with the recognised Trade Unions to develop a final draft policy document and implementation plan for consideration at a future JCC meeting.

Following consideration of the report and appendices by the JCC the Personnel Committee was requested to approve the policies, subject to the Unpaid Leave Policy and Procedure being amended with the word “unpaid” inserted between the words “Short Term” and “leave” within Section 5.5 and throughout the document.

It was reported that the JCC had agreed to the recommendations regarding the draft policy on Alcohol and Substance Misuse and the Personnel Committee was requested to note this recommendation.

Resolved:

(1) That, subject to the Unpaid Leave Policy and Procedure being amended with the word “unpaid” inserted between the words “Short Term” and “leave” within Section 5.5 and throughout the document, the following policies be approved: -

- (i) Sickness Absence Management Policy and Procedure (Revised Document).
- (ii) Probation and Appointment Review Policy and Procedure (Revised Document).
- (iii) Flexible Working (Right to Request) Policy and Procedure (Revised Document).
- (iv) Mobile Phone and Personal Digital Assistant Device Policy (Revised Document).
- (v) Unpaid Leave Policy and Procedure (New Document).
- (vi) Unpaid Parental Leave Policy and Procedure (Revised Document).
- (vii) Emergency Dependents Leave Policy and Procedure (Revised Document).
- (viii) Bereavement and Compassionate Leave Policy and Procedure (Revised Document).
- (ix) Domestic Violence and Abuse Policy (New Document).
- (x) Job Grading, Regrading and Appeals Procedure (Revised Document).

(2) That the Committee note the draft policy on Alcohol and Substance Misuse and ask Management to work with the recognised Trade Unions to develop a final draft policy document and implementation plan for consideration at a future JCC meeting.

34 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.

35 ENVIRONMENTAL SERVICES MINOR RESTRUCTURE

The Chief Officer (Environment) introduced a report that sought approval for minor changes to the service staffing structure and associated redundancy issues.

Resolved unanimously:

The resolution is set out in a minute exempt from publication by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

Chairman

(The meeting ended at 6.21 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail
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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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