

PERSONNEL COMMITTEE

6.10 P.M.

21ST JUNE 2016

PRESENT:- Councillors Lucy Atkinson (Chairman), Carla Brayshaw (Substitute for Margaret Pattison), Caroline Jackson, Ronnie Kershaw and Sylvia Rogerson

Apologies for Absence:-

Councillors Jane Parkinson and Margaret Pattison

Officers in attendance:-

Suzanne Lodge	Chief Officer (Health and Housing)
Angela Jackson	HR Service Manager
Stephen Metcalfe	Principal Democratic Support Officer, Democratic Services
Stevi Thompson	HR Partner

1 APPOINTMENT OF VICE CHAIRMAN

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

It was proposed by Councillor Rogerson and seconded by Councillor Brayshaw: -

“That Councillor Caroline Jackson be appointed Vice-Chairman of the Personnel Committee for the municipal year 2016/17.”

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 2016/17.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

4 HR POLICY AND DEVELOPMENT REVIEW REPORT

The HR Service Manager submitted a report that enabled the Committee to consider a number of Human Resources policies and procedures.

Members were advised that from time to time the Council developed procedures to support the management of workforce related matters.

It was noted that the recognised trade unions had been consulted on the draft policies appended to the report and the policies had been discussed at the Joint Consultative Committee (JCC) meeting held prior to the Personnel Committee. There had not been any amendments proposed by the JCC.

Resolved:

That the following Policies and Procedures, as appended to the report, be approved:

1. Driving and Driving Licence Policy and Procedure (New Document).
2. Paternity/Partner Leave Policy and Procedure (Revised Document).
3. Annual and Statutory Leave Policy (Revised Document).

Chairman

(The meeting ended at 6.18 p.m.)

**Any queries regarding these Minutes, please contact
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