

## PERSONNEL COMMITTEE

6.10 P.M.

31ST JANUARY 2017

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

Officers in attendance:-

Suzanne Lodge	Chief Officer (Health and Housing)
Angela Jackson	HR Service Manager
Craig Brown	Community Safety and Safeguarding Officer
Stevi Thompson	HR Partner
Liz Bateson	Principal Democratic Support Officer

### 5 MINUTES

The minutes of the previous meetings held on 11<sup>th</sup> May 2016 and 21<sup>st</sup> June 2016 were approved as a correct record.

### 6 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 7 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

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

### 8 HR POLICY DEVELOPMENT AND REVIEW

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 City 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)
  1. Standby and Callout Policy (Revised Document) effective from 1 April 2017.
  2. Dignity at Work Policy and Procedure (formerly Preventing Harassment at Work (Revised Document)).
  3. Substance Misuse Policy and Procedure (Revised Document).
  4. Safeguarding Children and Young People Policy (Revised Document).

## 5. Safeguarding Adults Policy (Revised Document).

- (2) That, in view of the financial implications of 1. above (Standby and Callout Policy), implementation be subject to approval through the budget process with the financial implications being referred to Cabinet initially, for consideration as part of its budget proposals.
- (3) That, with the approval of the Dignity at Work Policy and Procedure and the proposed introduction of a modified two stage Grievance and Disputes Procedure to resolve formal complaints of harassment, bullying or victimisation, a relevant amendment be made to the existing Council's Grievance and Disputes Procedure.

**9 APPOINTMENT TO THE JOINT CONSULTATIVE COMMITTEE ON HEALTH AND SAFETY**

The Chief Officer (Health & Housing) provided a brief outline of the role of the Joint Consultative Committee on Health and Safety. Members agreed that Councillor Rogerson be appointed to the Committee.

***Resolved:***

- (1) That Councillor Rogerson be appointed to the Joint Consultative Committee on Health and Safety.

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Chairman

(The meeting ended at 6.25 p.m.)

**Any queries regarding these Minutes, please contact  
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