

## PERSONNEL COMMITTEE

9.00 A.M.

2ND OCTOBER 2018

**PRESENT:-** Councillors Ronnie Kershaw (Chairman), Margaret Pattison (Vice-Chairman), Eileen Blamire, Caroline Jackson and Susan Sykes

### Apologies for Absence

Councillors Claire Cozler, Sylvia Rogerson and Phillippa Williamson

### Officers in attendance:-

Dave Rigby	Interim HR Manager
Angela Jackson	HR Service Manager
Stephen Metcalfe	Principal Democratic Support Officer

#### **41 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **42 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

There were no items of urgent business.

#### **43 EXCLUSION OF THE PRESS AND PUBLIC**

It was moved by Councillor Susan Sykes, seconded by Councillor Margaret Pattison and resolved as follows.

#### ***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 paragraph 2 of Schedule 12A of that Act.

#### **44 APPOINTMENT OF DIRECTOR OF CORPORATE SERVICES**

The Interim HR Manager reported orally that, after consultation with the Chairman, this item had been withdrawn from the agenda.

Members were provided with an update on the proposed processes and decision making procedures regarding this issue.

**AT THIS POINT THE PRESS AND PUBLIC WERE RE-ADMITTED TO THE MEETING.**

#### **45 HR POLICY DEVELOPMENT AND REVIEW**

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

It was reported that the draft policies appended to the report had been considered at the JCC meeting held on 20<sup>th</sup> September 2018. In recommending the policies for approval, the JCC requested the Personnel Committee to note additional points and where appropriate report back to the JCC in the future.

The Committee considered each of the policies and procedures.

**Probation and Appointment Review Policy and Procedure:**

Amendment:

That the revised approach to Probation and Appointment Review was not implemented until 1<sup>st</sup> November 2018.

**Early Termination of Employment Policy:**

Amendment:

Inclusion of some clarifying wording relating to annual leave to be included in the section of the Early Termination Policy dealing with Ill Health Retirement. Agreed that a more appropriate place for the relevant wording would be within the Sickness Absence Management Policy.

**Disciplinary Policy and Procedure:**

Amendment:

That, in light of the option for Managers to extend disciplinary sanctions where appropriate, that a review of the sanctions issued over the next 12 months is considered at a JCC in approximately 12 months' time.

It was moved by Councillor Susan Sykes and seconded by Councillor Eileen Blamire: -

"That, subject to the amendments detailed above, the policies and procedures be approved."

Upon being put to the vote, the Chairman declared the proposition clearly carried.

**Resolved: -**

- (1) That, subject to the amendments detailed above, the policies and procedures be approved.

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

The HR Service Manager reported orally regarding appointment to the Joint Consultative Committee on Health and Safety.

It was moved by Councillor Caroline Jackson, seconded by Councillor Susan Sykes, and resolved unanimously as follows.

***Resolved: -***

That Councillor Margaret Pattison be appointed as the Personnel Committee's representative to the Joint Consultative Committee on Health and Safety.

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Chairman

(The meeting ended at 9.20 a.m.)

**Any queries regarding these Minutes, please contact  
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