

PERSONNEL COMMITTEE

8.20 P.M.

15TH OCTOBER 2019

PRESENT:- Councillors Oliver Robinson (Chair), Caroline Jackson (Vice-Chair), Phillip Black, Adrian Duggan, Jake Goodwin, Janice Hanson and Cary Matthews

Officers in attendance:-

Daniel Bates	Director of Corporate Services
Jayne Cordley-Williams	Head of Human Resources
Stephen Metcalfe	Principal Democratic Support Officer

18 MINUTES

The minutes of the meeting held on 26th September 2019 were approved as a correct record.

19 DECLARATIONS OF INTEREST

No declarations of interest were made.

20 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

21 APPOINTMENT OF A MEMBER OF THE PERSONNEL COMMITTEE TO THE JCC ON HEALTH AND SAFETY

The Principal Democratic Support Officer reported orally regarding appointment to the Joint Consultative Committee on Health and Safety.

It was moved by Councillor Phillip Black, seconded by Councillor Adrian Duggan and resolved unanimously as follows.

Resolved: -

That Councillor Oliver Robinson be appointed as the Personnel Committee's representative to the Joint Consultative Committee on Health and Safety and that Councillor Caroline Jackson be appointed as the substitute representative.

22 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Janice Hanson, seconded by Councillor Caroline Jackson 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 4 of Schedule 12A of that Act.

23 STAFF INITIATIVES AND PAY MODEL PROPOSALS

The Head of Human Resources submitted a report to enable the Committee to consider proposals for initiatives to enhance the ways the Council supported and developed employees in line with the Council Ambitions and the 'Our Values' framework and approve as set out in the report.

Personnel Committee was asked to consider and comment on the initiatives set out in the report. Members were asked to:

1. consider the Values Based Competency Framework for approval
2. approve the Trans Gender policy changes
3. consider the Exit Interview process for approval; and
4. make recommendations to Council about which of the other initiatives referred to in the report should be taken forward as an enabler for positive change.

It was moved, seconded and unanimously agreed.

Resolved: -

- (1) That, subject to the amendments detailed below, as recommended at the meeting of JCC held on 15th October 2019, the Policies and Procedures, appended to the report and referred to the Committee, be approved.

Proposed Pay Model

Deletion of the word "Competency" throughout the document.

The Redeployment Policy

Query regarding paragraph 1.3.3 of the report. Vacancies to be sent to redeployees at the same time as the vacancy is advertised rather than in advance.

Policy

3. Redundancy

3rd paragraph commencing with the words "Employees whose employment is..." delete the word "should" and insert the word "will".

4. Notification Of Alternative Employment Opportunities

3rd paragraph commencing with the words "In all other cases,..." delete the words "will be interviewed by an HR Officer" and insert the words "discussions take place to..."

To amend the above wording throughout the document.

12. Protection of Other Terms and Conditions

Clarity the wording contained in paragraph 12.1 Annual Leave.

Delete paragraph 12.2 regarding Car Leases.

Lancaster City Council Job Evaluation 2019 – Appeals Process and Pay Protection Proposals

1. Appeals Process

Grounds for Appeal

Clarity on the wording of the paragraph commencing with the words “Please note that an appeal.....”

Procedure

To include a list for employees so that they are aware of the grounds that they can appeal against.

Appeal Hearing

In the second paragraph with the words “The appeal hearing” delete “the” and insert “a different” prior to the word “Director”.

Outcome of the Appeal Hearing

Delete the 3rd bullet point “A decrease in the JE score.”

2. Pay Protection

Clarity on the wording of the paragraph commencing with the words “If the employee’s salary is more than four.....”

Values Based Competency Framework

Insert a 6th bullet point to read “Treat others with dignity and respect.”

Transgender Equality Policy

5. Gender Neutrality and Inclusivity

To re-draft the section referring to and headed Uniforms and Dress Codes, in particular why is there a need for a uniform gender split.

- (2) That officers be requested to give a rationale to the Trade Unions regarding amendments to the process of appeal against dismissal in order to obtain their views. Any issues raised to , once re-constituted, the Constitutional Review Working Group be requested to consider a review of the process of appeal against dismissal after a period of 12 months of the new process being used.

- (3) That Trade Union representatives provide details of substitute members to ensure that future meetings of the JCC are quorate.

Chair

(The meeting ended at 8.45 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail
sjmetcalfe@lancaster.gov.uk**