



Committee: PERSONNEL COMMITTEE

Date: THURSDAY, 23RD JULY 2020

Venue: THIS WILL BE A VIRTUAL MEETING

Time: 5.00PM, OR AT THE RISE OF THE MEETING OF JCC, WHICHEVER IS THE LATER

A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meeting held on 6th July 2020 (previously circulated).

3. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **Items of Urgent Business authorised by the Chair**

5. **Proposed Policy Updates** (Pages 3 - 6)

Report of the Head of HR.

Review of Probation Policy - Proposed Updates (Pages 7 - 36)

Review of Bereavement and Compassionate Leave - Proposed Updates (Pages 37 - 41)

Flexible working hours scheme - Proposal to change bandwidth permanently (Pages 42 - 61)

6. **Review of Equality & Diversity Policy - Review and share initiatives for improvements** (Pages 62 - 64)

Report of the Head of HR.

Lancaster District: Fair Work Charter (Pages 65 - 71)

Staff Wellbeing & Inclusion Group (Pages 72 - 75)

Recruitment statistics & costings for advertising on different job boards (Pages 76 - 78)

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Oliver Robinson (Chair), Phillip Black (Vice-Chair), June Greenwell, Caroline Jackson, Erica Lewis, Cary Matthews and David Whitworth

(ii) Substitute Membership

Councillors Roger Dennison (Substitute), Andrew Gardiner (Substitute), Jake Goodwin (Substitute), Mandy King (Substitute), Joyce Pritchard (Substitute), Jason Wood (Substitute), Peter Yates (Substitute) and Joanna Young (Substitute)

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - email sjmetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support email democraticsupport@lancaster.gov.uk.

KIERAN KEANE,
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