

## PERSONNEL COMMITTEE

6.10 P.M.

22ND NOVEMBER 2022

**PRESENT:-** Councillors Paul Anderton (Chair), Jason Wood (Vice-Chair), Mel Guilding, Caroline Jackson, Geoff Knight (substitute for Roger Dennison), Erica Lewis (substitute for Fabiha Askari) and Paul Stubbins

### Apologies for Absence

Councillors Fabiha Askari and Roger Dennison

### Officers in attendance:-

Mark Davies	Chief Executive
Alex Kinch	Head of Human Resources and OD
Stephen Metcalfe	Principal Democratic Support Officer
Dawn Bradley	OD Manager

## 16 MINUTES

The Minutes of the meeting held on 22<sup>nd</sup> September 2022 were signed by the Chair as a correct record.

**Note:** Councillor Guilding advised that she was unable to vote on the accuracy of the minutes as she had not attended the meeting.

## 17 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 18 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

## 19 ANNUAL AND STATUTORY LEAVE POLICY

The Head of HR and OD submitted a report to enable the Committee to consider and approve a revision to the Annual and Statutory Leave Scheme for NJC Greenbook and JNC Chief Officers to be implemented from 1st April 2023.

It was proposed that the Annual and Statutory Leave Scheme be updated to reflect recent changes nationally negotiated and agreed by the National Joint Council as part of the 2022 pay award. The Council's current annual leave provisions for green book staff was in excess of the green book minimum (which on 1st April 2023 will be 23 days plus extra two statutory holidays, a total of 25 days). The Council's current minimum was 26 days which includes the two additional statutory holidays. The Council was therefore seeking to reach a local agreement via the process of JCC and Personnel Committee to include an additional day leave to its provisions bringing the total basic leave allowance for green book staff up to 27 days. For parity it was also sought that those employees covered by the JNC Chief Officers terms and conditions receive an additional day's

annual leave bringing their total days leave up to 35 days from the previous 34. It was reported that Chief Officers did not receive any additional leave after 5 years' service and would receive 35 days from day one of service.

It was moved by Councillor Jason Wood, seconded by Councillor Mel Guilding and unanimously resolved: -

"That the recommendations, set out in the report, be approved."

**Resolved: -**

That the revisions to the Annual and Statutory Leave Scheme be approved.

## 20 EMPLOYEE PERFORMANCE AND DEVELOPMENT POLICY

The Head of HR and OD and OD Manager submitted a report to enable the Committee to consider and approve the introduction of a new Employee Performance and Development Policy.

It was reported that a new Employee Performance and Development Policy had been developed in response to feedback from employees and in line with recommendations from Investors In People (IIP). The policy was supported by a refresh of some of the existing tools and guidance to support managing employee performance, and the creation of some new ones, including a new purpose statement, a refresh of the Council's Our Values statements, the development of a behavioural framework to support Our Values, and the creation of supporting toolkits for employees and people managers.

Members were advised that the Policy and associated documents were shared at the Joint Consultative Committee (JCC) meeting on 9 November 2022 where it was agreed that further engagement with Trade Unions was required. The policy was discussed and general principles agreed at the monthly Trade Union meeting on 16th November 2022. Extensive consultation and engagement had already taken place, and continued to take place, with trade union colleagues, staff ambassadors and staff focus groups, to ensure the approach to employee performance and development is fit for purpose and can be embedded into business as usual.

Personnel Committee was asked to approve the new policy to enable further engagement to proceed to finalise associated documents.

It was moved by Councillor Jason Wood, seconded by Councillor Caroline Jackson:-

"That the policy be approved, subject to a process to be employed that any modifications or changes to be notified to all of the JCC Members and are approved and signed off by the Portfolio Holder, Chair of Personnel Committee and Chair of the JCC."

By way of amendment it was moved by Councillor Paul Stubbins, seconded by Councillor Caroline Jackson:-

"That paragraph 5.2 of the Policy be amended to include an interim/mid year review."

Members then voted upon the amendment with 3 Members voting in favour and 4

Members against, whereupon the Chair declared the amendment to be lost.

Members then voted upon the substantive motion, whereupon the Chair declared the motion to be unanimously carried.

***Resolved: -***

That the policy be approved, subject to a process to be employed that any modifications or changes to be notified to all of the JCC Members and are approved and signed off by the Portfolio Holder, Chair of Personnel Committee and Chair of the JCC.

**Note:** At this point the Head of HR and OD and the OD Manager left the meeting.

**21 EXCLUSION OF THE PRESS AND PUBLIC**

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 paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

**22 LEADERSHIP TEAM RESTRUCTURE (Pages 4 - 6)**

The Chief Executive submitted a report to enable the Committee to consider and approve the proposals to restructure the leadership team.

***Resolved: -***

The resolution is set out in a minute exempt from publication by virtue of paragraphs 1, 2, 3 and 4 of Schedule 12A of the Local Government Act 1972.

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Chair

(The meeting ended at 7.40 p.m.)

**Any queries regarding these Minutes, please contact  
Stephen Metcalfe, Democratic Services - email [sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk)**

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