

**PEOPLE AND
ORGANISATIONAL
DEVELOPMENT COMMITTEE**

6.00 P.M.

28TH NOVEMBER 2024

PRESENT:- Councillors Prof Chris Harris (Chair), Jason Wood (Vice-Chair),
Mandy Bannon, Paul Hart and Paul Stubbins

Apologies for Absence:

Councillor Margaret Pattison

Officers in attendance:

Alex Kinch	Chief Officer - People and Policy
Catherine Joyce	Senior HR Business Partner
Dawn Bradley	OD Manager
Laura Collins	HR Policy and Strategy Lead
Chelsie Gladstone	Senior Corporate Health and Safety Manager
Stephen Metcalfe	Principal Democratic Support Officer

16 DECLARATIONS OF INTEREST

Councillor Wood declared his interest as an employee and member of UNISON and as a member of Unite the Union, these interests being publicly declared. He also declared that his wife is a member of UNISON, Unite the Union and GMB.

Councillor Hart declared an interest as a member of Morecambe Town Council.

17 MINUTES

The minutes of the meeting held on 10th October 2024 were approved as a correct record.

18 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

It was noted that this was the last meeting that Laura Collins, HR Policy and Strategy Lead, would be attending prior to leaving the Council. At this point the Chair expressed his thanks to the HR Policy and Strategy Lead for the huge amount of work undertaken by her and other Officers.

19 RECRUITMENT AND RETENTION STRATEGY

The Organisational Development Manager presented the proposed Recruitment and Retention Strategy for the Committee to consider and agree implementation.

The report informed of the background, the picture at the City Council, Strategy development and Implementation.

The Committee was asked to consider the Recruitment and Retention Strategy, make any relevant comments and suggestions on the content, and agree implementation.

It was moved by Councillor Professor Chris Harris, seconded by Councillor Jason Wood and unanimously resolved as follows.

Resolved: -

That the new Recruitment and Retention Strategy, as detailed in and appended to the report, be approved.

20 EQUALITY, DIVERSITY AND INCLUSION STRATEGY UPDATE

The Organisational Development Manager provided an update to the Committee on the status of the development of an Equality, Diversity and Inclusion Strategy.

The report informed of work to date, the main findings from the report, next steps and Policy, in particular, the Equality and Diversity Policy is being reviewed as part of the ongoing HR policy review.

In conclusion it was recommend that this update be accepted and feedback was invited.

It was moved by Councillor Professor Chris Harris, seconded by Councillor Jason Wood and unanimously resolved as follows.

Resolved: -

That the update on the development of the EDI Strategy is noted.

21 HR POLICY DEVELOPMENT AND REVIEW

The HR Policy and Strategy Lead submitted a report that enabled the Committee to consider and approve the introduction of revised HR Policies which fall into the category of Volunteering, Dignity, Equity and Inclusion, Honoraria and Acting Up which require updating. The review also includes the introduction of two new policies: Sexual Harassment and Secondments.

Comments and amendments following the meeting of JCC on 14th November 2024 were set out in the report.

The policy tracker, appended to the report, advised of further information on the changes to be reviewed. For these policies these were:

HR Policy Amendments Tracker

Policy Section Number (new number)	Existing/New Section	Section Heading	Amendment/addition Notes

Volunteering			
N/A	N/A	Branding	Policy re branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
		Purpose	Feedback from JCC to include: The purpose of the policy is also to support the voluntary sector where we recognise that we may not be able to financially support external organisations, but where we acknowledge our biggest resource, our staff may be able to help.
Sexual Harassment			
N/A	N/A	Branding	Policy branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
N/A	N/A	N/A	Substantive provisions include explanation of what sexual harassment is, informal and formal steps to take to raise a complaint, support and protection offered, and a commitment to confidentiality where possible.
		Who does this policy apply to?	Following feedback from JCC incorporated Members into the scope of the policy.
		3.1	Following feedback from JCC amended 3.1 to change employees being “encouraged” to report sexual harassment to “expected” to report sexual harassment.
Dignity, Equity and Inclusion			
N/A	N/A	Branding	Policy introduced with branding to match new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the entitlements and procedure to be followed.
N/A	N/A	Consolidation	Consolidated the Dignity at Work policy and the various roles and responsibilities set out therein, with the Diversity and Inclusion policy, which set out a zero-tolerance approach to discrimination.
6.1	Existing section – new information	Employee groups and networks	New inclusion on who to contact to set up any new internal Network.
7.1	Existing section – new information	Support and advice	Signposting the support and availability of mental health first aiders.
8	New	Breaches	Inclusion of a specific section to address breaches of the policy to reinforce zero tolerance approach to bullying, harassment and all types of discrimination.
5.9	New		Following feedback from the JCC, we have incorporated a new 5.9 as follows: It is important to remember that religious and philosophical beliefs are protected by the Equality Act, and that sometimes those beliefs may conflict with others. We want to encourage a workplace where colleagues feel comfortable to exercise their beliefs, but all colleagues must also understand the importance of dignity and respect and understand that complaints of bullying, harassment or discrimination will be taken seriously.
Honoraria and Acting Up			
N/A	N/A	Branding	Policy re branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive

			provisions.
N/A	N/A	Job title references	Clarifying the responsibilities in the process due to job title/process changes. Line manager must create change of conditions form, to be endorsed by HR, finance, Chief Officer and Chief Executive.
2.1	Existing	Purpose	Following JCC feedback incorporated We aim to develop talent that is prepared to lead and sustain organisational priorities over time. Honoraria and Acting Up can be useful ways to enable employees to gain new skills and experience while meeting short-term staffing needs
Secondments			
N/A	N/A	Branding	Policy branded to new format.
N/A	N/A	Generic Layout	Layout follows new format. Scope, Purpose, Roles & Responsibilities followed by the substantive provisions.
N/A	N/A	N/A	Substantive provisions include explanation of different types of secondment (either internal, external or inward), the possible duration of secondments (up to 2 years as a maximum), the contractual arrangements i.e. confirming that any changes to an employee's role will be captured in a letter or an agreement, and reference to organisational change i.e. to ensure that employees are aware that if there are any changes to their substantive post proposed during the secondment, they will be consulted with by their substantive line manager.
2.2	Existing	Purpose	Following feedback from JCC added at 2,2 The Secondment Policy should be read in conjunction with the Recruitment and Selection policy
	Existing	External Secondment	Following feedback from monitoring officer, it has been made clear that external secondments will be possible only with CO approval.

It was moved by Professor Chris Harris, seconded by Councillor Jason Wood and unanimously resolved as follows.

Resolved: -

That the introduction of revised HR Policies which fall into the category of, appended to the report, be approved, subject to the following amendments:

Employee Volunteering Policy

Amend wording of paragraph 2.1 to read as follows.

LCC is committed to supporting employee volunteering and acknowledges the many benefits to our employees and local communities that this brings. The purpose of the policy is also to support the voluntary sector; we recognise that we may not be able to financially support external organisations, but acknowledge our biggest resource, our staff, may be able to help.

Dignity, Equity and Inclusion Policy

Amend wording of paragraph 2.1 to read as follows.

Our aim is to encourage and support dignity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination and bullying in our workplace and the wider community we serve. It applies to all aspects of employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, annual conversations, performance management, conduct, disciplinary, grievance and capability procedures and termination of employment. Absolutely everyone has the right to be treated with dignity and respect and we have a zero-tolerance approach to discrimination and bullying in any form.

22 HEALTH AND SAFETY POLICY DEVELOPMENT AND REVIEW

The Senior Corporate Health and Safety Manager submitted a report that enabled the Committee to consider and approve a range of amendments and additions to existing policies and procedures. These were:

- SG08 Confined Spaces Policy
- SG20 Working in Public Areas Policy
- SG14 First Aid at Work Policy
- SG15 Infection Control Policy

No comments or feedback have been received by the City Council's internal Health and Safety working party or the Trade Union Working Party. No further questions or comments were raised by the Joint Consultative Committee on 14th November 2024.

When considering SG14 - First Aid at Work Policy Members requested that the HR Policy regarding both physical and mental health first aiders be considered at the Committee's next scheduled meeting.

It was moved by Professor Chris Harris, seconded by Councillor Jason Wood and unanimously resolved as follows.

Resolved: -

- (1) That Health and Safety SG08 Confined Spaces Policy, SG20 Working in Public Areas Policy, SG14 First Aid at Work Policy and SG15 Infection Control Policy, appended to the report, be approved.
- (2) That consideration is given to whether a first aid allowance should be payable, and a briefing note is circulated accordingly to People and Organisational Development Committee to include current distribution of first aiders across the Council.

Chair

(The meeting ended at 6.56 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Support - email sjmetcalfe@lancaster.gov.uk**

