



Monday, 21 June 2021

Dear Sir/Madam

A meeting of the Personnel Committee will be held on Tuesday, 29 June 2021 in the Council Chamber, Council Offices, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	M Hannah (Chair)	H Land
	R S Robinson (Vice-Chair)	P J Owen
	M Brown	J M Owen
	L Fletcher	C M Tideswell
	J C Goold	D K Watts
	L A Lally	R D Willimott
	P Lally	

## AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 7 - 10)

To approve the minutes of the previous meeting held on 23 March 2021.

#### 4. REFERENCES

##### 4.1 Local Joint Consultative Committee

(Pages 11 - 16)

10 June 2021

##### CLOTHING, APPEARANCE AND IDENTITY CARDS POLICY

It was stated that the amendments were encouraging for the employees' perspective as they were inclusive and supportive of staff. There were some slight amendments to the wording of the policy.

The debate progressed on to the issue of identity cards and how members of staff could prove their identity to service users with visual impairments. It was considered that further research needed to be done into the practicalities of providing staff with identification that was accessible to all members of the public.

**RECOMMENDED to the Personnel Committee that the amendments to the Clothing, Appearance and Identity Cards Policy be approved.**

##### 4.2 Local Joint Consultative Committee

(Pages 17 - 26)

10 June

##### LEAVER'S FEEDBACK FORM

The Joint Committee considered the proposed amendments to the Leaver's Questionnaire. It was noted that the current form was rarely completed by leavers meaning that there was a lack of data regarding reasons for leaving the Council's employment.

There was concern about the confidentiality of the data collated. It was noted that information in the completed forms was only disclosed to HR Officers, unless there was a specific grievance or complaint that needed to be investigated.

A number of changes were made to the wording of the form, including the addition of a sentence stating that employees could complete the form with the assistance of the Union, clarification of who was able to access the [probations@broxtowe.gov.uk](mailto:probations@broxtowe.gov.uk) email inbox and a statement regarding confidentiality.

**RECOMMENDED to the Personnel Committee that the proposed amendments to the Leaver's Questionnaire be approved.**

4.3 Local Joint Consultative Committee

(Pages 27 - 68)

10 June

MARKET SUPPLEMENT POLICY

The Joint Committee considered the implementation of a new Market Supplement Policy, which was intended to replace the Scarcity Rating.

It was noted that the policy gave a degree of flexibility to help the Council attract and retain staff in roles that were difficult to recruit to. The policy meant that the recruitment and retention of staff would be continually monitored. It was requested that the Policy be regularly shared with the Trade Unions.

**RECOMMENDED to Personnel Committee that the implementation of a new Market Supplement policy and the amended Evaluation and Re-evaluation of Posts policy be approved.**

5. ADDITIONAL PLANNING OFFICER

(Pages 69 - 74)

To request the appointment of an additional Planning Officer to be added to the establishment of the Planning Department. This is to provide urgent ongoing support to the current team with day to day work duties.

6. ENERGY EFFICIENCY BIDDING OFFICER

(Pages 75 - 78)

To request the establishment of an energy efficiency bidding officer, within the structure of the capital works team. This is to provide urgent ongoing support to the current team, so the Council can apply for a range of government energy efficiency and decarbonisation grants for residents, tenants and the Council (eg Local Authority Delivery Grant, Social Housing Decarbonisation Fund and Housing Upgrade Grant)

7. RESTRUCTURE OF ENVIRONMENTAL HEALTH TEAM

(Pages 79 - 90)

To seek approval for the redesignation of a post within the Environmental Health Section from Environmental Health Officer (Food Safety) to Senior Environmental Health Officer (Food Safety).

8. MEMBER DEVELOPMENT PROGRAMME 2021-23 (Pages 91 - 122)  
To consider the principles and seek approval for the new Member Development Programme 2021-23.
  
9. VETERANS INTERVIEW SCHEME UPDATE (Pages 123 - 124)  
To update the Committee on progress in respect of the Veteran's Interview Scheme.
  
10. UPDATE ON THE ACTION PLAN FOR THE WELLBEING OF STAFF MENTAL HEALTH (Pages 125 - 130)  
To update the Committee on progress in respect of the action plan for the wellbeing of staff mental health.
  
11. REVIEW OF PROCEDURES OF DEALING WITH SUICIDE PREVENTION (Pages 131 - 132)  
To advise Committee of the review of the procedure which exists for officers to follow if a person they are dealing with threatens self-harm or suicide.
  
12. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN PROGRESS - SUPPORT SERVICE AREAS - HUMAN RESOURCES - OUTTURN REPORT 2020/21 (Pages 133 - 138)  
To report progress against outcome targets identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.
  
13. WORK PROGRAMME (Pages 139 - 140)  
To consider items for inclusion in the Work Programme for future meetings.

14. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.**

15. URGENCY DECISIONS

(Pages 141 - 142)