

PERSONNEL COMMITTEE

MONDAY, 16 SEPTEMBER 2019

Present: Councillor M Hannah, Chair

Councillors: L A Lally
P Lally
H Land
R S Robinson
D K Watts

Apologies for absence were received from Councillors L Fletcher, J C Goold, P J Owen, J M Owen, J C Patrick, P D Simpson and R D Willimott

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 TERMS OF REFERENCE

The Committee noted its Terms of Reference.

3 REFERENCES

3.1 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019
Whistleblowing Policy

The Committee considered the amendments to the Whistleblowing Policy proposed by the Local Joint Consultative Committee. It was noted that the Chief Audit and Control Officer had been added to the Policy as a point of contact for reporting whistleblowing.

RESOLVED that amendments to the Whistleblowing Policy be approved.

3.2 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019
Code of Conduct

The Committee considered the amendments to the Code of Conduct proposed by the Local Joint Consultative Committee. It was noted that the Code of Conduct had been amended to state that all gifts required registration and all hospitality required approval by the appropriate manager.

The Committee requested that the Governance, Audit and Standards Committee ensure that there is a consistency in approach with regard to the Member Code of conduct.

RESOLVED that amendments to the Code of Conduct be approved, subject to the exception that minimal hospitality such as tea, coffee biscuits or a buffet lunch need not be declared or are required to be approved in advance by a line manager.

3.3 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019
Dying to Work Charter

The Committee considered the introduction of the Dying to Work Charter proposed by the Local Joint Consultative Committee. By signing the Charter, the Council was agreeing to supporting any employee diagnosed with a terminal illness by continuing to provide reasonable adjustments to help maintain dignity, continuity of employment and the right to choose the best course of action for themselves and their families without undue financial loss. The Committee requested that suitable publicity be given to the signing of the Charter.

RESOLVED that the Dying to Work Charter be approved.

3.4 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019
Attendance Management Policy

The Committee considered the amendments to the Attendance Management Policy proposed by the Local Joint Consultative Committee. It was noted that the policy had been amended to incorporate the Dying to Work Charter.

RESOLVED that amendments to the Attendance Management Policy be approved.

3.5 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019
Domestic Abuse Policy

The Committee considered the introduction of a new Domestic Abuse Policy to replace the existing Domestic Violence and Abuse Policy. The Policy outlines the Council's commitment to support employees who are suffering from domestic abuse and provides a practical framework for employees and managers and specifies the methods of support available.

RESOLVED that the introduction of a new Domestic Abuse Policy be approved.

3.6 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019

Leave Scheme

The Committee considered the proposed amendments to the Leave Scheme proposed by the Local Joint Consultative Committee. This included proposing up to ten working days paid leave, pro rata for part time employees, to attend medical, legal and housing appointments in relation to their domestic abuse case.

RESOLVED that the amendments to the Leave Scheme be approved.

3.7 LOCAL JOINT CONSULTATIVE COMMITTEE

12 September 2019

Menopause in the Workplace Policy

The Committee considered the introduction of the Menopause in the Workplace Policy. The Policy was intended to provide employees assurance and support, whilst also providing guidance for managers.

RESOLVED that the introduction of the Menopause in the Workplace Policy be approved subject to amending the wording to ensure people identifying as intersex/trans are included within the remit of the Policy.

4 RESTRUCTURE OF LEARNING AND DEVELOPMENT TEAM, INCLUDING PROPOSED LEARNING AND DEVELOPMENT APPRENTICE

The Committee was advised of a proposal to re-structure the Learning and Development Team within the Human Resources Section, including the appointment of an apprentice.

RESOLVED to implement the proposed changes to the Human Resources Section.

5 PERFORMANCE MANAGEMENT - BUSINESS PLAN PROGRESS SUPPORT SERVICE AREAS - HUMAN RESOURCES

The Committee was informed of progress against outcome targets identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives. It was noted that the Council was working toward being a level three disability confident employer.

6 WORK PROGRAMME

The Committee considered the Work Programme.

RESOLVED that the Work Programme be approved, subject to the inclusion of further reports on support offered to employees dealing with domestic violence cases, internal communications (especially at Kimberley Depot), management of long term health conditions in the workplace and health profiling of staff and staff engagement.

Chair_____