

PERSONNEL COMMITTEE

Meeting - 9 September 2003

Present: Mr Walters (Chairman)
Mr Adams (Vice-Chairman)

Miss Arnold, Mrs Evans and Mr Hartwell

Apologies for Absence: Mrs Shipman

10. MINUTES

The Part I minutes of the meeting held on 27 June 2003 were confirmed and signed by the Chairman.

11. EMPLOYEE CODE OF CONDUCT

The Committee considered a draft of the South Bucks District Council Employee Code of Conduct.

The Code detailed the purpose and status and covered the following: - Standards; Disclosure of Information; Political Neutrality; Relationships; Appointment and other Employment Matters; Outside Commitments; Personal Interest; Equality Issues; Separation of Roles During Tendering; Corruption; Use of Financial Resources; Gifts and Hospitality and Sponsorship - Giving and Receiving.

The Joint Staff Consultative Group had endorsed the Code.

RECOMMENDED that the draft Employee Code of Conduct be approved and adopted.

12. EQUAL OPPORTUNITIES POLICY

The Committee considered a draft of the South Bucks District Council Equal Opportunities Policy.

The Policy detailed its Purpose, Status, Background and Responsibilities and included an Equalities Statement. It was then subdivided into the following sections: - The Aims and Objectives of the Council; The Aims of the Equal Opportunities Policy; For Whom the Policy was Intended, How We Ensure Progress; Monitoring; Training and Advice; Consultation and Participation; Employment Policies; Service Delivery; Equality in Employment; Equality in Delivery of Services and gave and Action Plan for 2003/04 and 2004/05.

RECOMMENDED that the draft Equal Opportunities Policy be approved and adopted.

13. DRAFT HUMAN RESOURCES STRATEGY

The Committee considered a draft Human Resources Strategy.

The Human Resources Strategy was divided into the following main sections: - Introduction; The Council's Main Aims for the Next 3 to 4 Years; Human Resources Main Aims; Management Principles; Human Resources Objectives for 2003/04; Profile of the Workforce; Personnel Services; Key Influences and Challenges; Long Term People Plan.

It was noted that: -

- an Audit the Council's current range of skills, qualifications and experience against our future people requirements needed to be done as soon as practically possible

- to deliver the plan for 2004/05 a detailed action plan with resource implication would be presented to Personnel Committee in December 2003 taking into account the Councils aims and objectives, service priorities, financial strategy and capacity to deliver.

RECOMMENDED to that the draft Human Resources Strategy be approved and adopted.

14. **HEALTH AND SAFETY AUDIT**

The Committee considered a report of the Assistant Chief Executive on the current position regarding Health and Safety and recommended action to ensure compliance with the Health and Safety Legislation and good practice.

The report stated that an audit needed to be carried out in order that the Council could ensure that there was no shortfall in the Health and Safety Policies and Practises already in place. Appendix A to the report gave details of two companies and their Audit price comparison.

It was noted that the commissioning of this external audit could be met from the Corporate Health and Safety budget (full year allocation £3,825) but it would mean that there maybe a slight overspent (£400-£500) taking into account spending to date on essential Health and Safety equipment/services e.g. Evac Chairs.

RESOLVED that:

- (1) South East Employers be employed to carry out a Health and Safety Audit at a total cost of £2,750.00 excluding VAT.
- (2) A Health and Safety Audit update be reported to Committee every quarter.
- (3) Members be circulated with details of Child Protection issues for information.

15. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 1 December 2003 at 6.00 p.m.

16. **EXCLUSION OF PUBLIC**

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the Public be excluded from the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act.

Minutes

(Paragraph 1 - information relating to a former employee of the authority).

The Part II minutes of the meeting held on 27 June 2003 were confirmed and signed by the Chairman.

Achieving The Targets Set Down In The Housing Best Value Improvement Plan

(Paragraph 1 - information relating to an employee)

The Committee considered a report of the Chief Executive to the Cabinet on progress in achieving the improvements which were agreed following the Best Value Inspector's review of the housing service and suggesting a staffing change that is required to meet the targets and improvements set. The Committee concurred with the recommendation of the Cabinet that the retirement of an officer be approved on the grounds of efficiency and the pension entitlement to be paid.