

PERSONNEL COMMITTEE

Meeting - 18 January 2016

Present: Mr Harding (Chairman)
Mr Walters MBE, Mr Bradford, Mr Kelly, Mr Read and Mrs Sullivan

25. MINUTES

The minutes of the meeting of the Personnel Committee held on 30 November 2015 were confirmed and signed by the Chairman.

26. PAY POLICY STATEMENT

In accordance with Section 38 (1) of the Localism Act 2011 there is a requirement for English and Welsh authorities to produce and publish a pay policy statement for each financial year. The Joint Pay Policy Statement with CDC sets out the remuneration for all chief officers and other officers in the financial year concerned and also relates to the recruitment and appointment of all chief or other officers during that year.

Having expressed its support for the Joint Policy Statement the Committee

RECOMMENDED to Council that the Joint Pay Policy Statement for 2016/17 be adopted.

27. CHILTERN AND SOUTH BUCKS YOUNG PEOPLE AND VULNERABLE PERSON SAFEGUARDING POLICIES

A recent review of safeguarding procedures had highlighted the need to update the existing safeguarding policies operating in both Chiltern and South Bucks District Councils to reflect recent changes to legislation and to provide guidance to staff on the Councils roles and responsibilities in this area.

The PAG accordingly considered a report requesting that both:

- SBDC and CDC adopt the Buckinghamshire Multi- agency policy and procedures for safeguarding vulnerable adults.
- both Councils adopt the joint Chiltern and South Bucks Child Protection Policy

In setting out the reasons for the request, the report explained that both Councils are partners on the Buckinghamshire Safeguarding Childrens Board (BSCB) and Buckinghamshire Safeguarding Adults Board (BSAB). Whilst not delivering services directly to young people the Councils support and facilitate services used by young people. Both Councils directly deliver services involving children, young people and vulnerable persons and staff have a duty to report any concerns.

The Councils' Safeguarding responsibilities include reporting abuse, neglect, trafficking, radicalisation, and exploitation and closely link to the Councils' responsibilities under the Crime and Disorder legislation.

The Buckinghamshire Multi- agency and the joint Chiltern and South Bucks Child Protection Policies provide clear guidance as to the standards of governance, training, reporting and assistance required to safeguard children, young people and vulnerable persons. The Committee noted that the Policies had been written to reflect the roles of both Councils and to identify the training and reporting structures required. They had also been designed to reduce risk to the Councils by, for example, setting out clear responsibilities and reporting lines.

With regard to training, the Committee noted that, following adoption of the policies, staff and members would receive appropriate training on their responsibilities and on how to identify safeguarding concerns, the duty to report and opportunities to mainstream the safeguarding responsibility into their everyday activity.

During the discussion on the reporting procedures as shown in diagrammatic form in paragraph 3.2 of Appendix 1, the Committee, were advised that the training for the policy would clearly point out that all managers had a duty of care and should not avoid escalating concerns and allegations reported to them to the appropriate person/agency for investigation.

Following endorsement of the Policies and the proposed delegation of responsibility the Committee

RESOLVED that

1. the current Buckinghamshire Multi- agency policy and procedures for safeguarding vulnerable adults as set out in Appendix 1 of the report be adopted.
2. the joint Chiltern and South Bucks Child Protection Policy as set out in Appendix 2 be adopted
3. Authority be delegated to the Chief Executive, in consultation with the Leader of the Council, to adopt revisions to the Buckinghamshire Multi-agency policy and procedures and the Chiltern and South Bucks Child Protection Policy following legislative changes or decisions by either the adult or children and young people Safeguarding Boards.

28. PROPOSED HARMONISED CAPABILITY POLICY

In accordance with the requirements to harmonise policies to achieve equality, fairness and practicality the Committee received a report seeking comments on and approval to a draft Capability Policy for consultation with staff. The aim of the Policy is to provide an objective process to enable managers to ensure that performance standards are met in every aspect of the Councils' operations. The Policy would apply where a member of staff is failing in a significant or persistent way to carry out their responsibilities in a satisfactory manner as set out in the 4 stages of the Capability Procedure in Appendix 1.

During the discussion and following concern over the potential lengthy timescale for all four stages to be completed the Committee was assured that the time period over which improvement will be expected would be identified at Stage 1 during the capability meeting referred to in paragraph 4.4 of the Procedure. The time period would however be extended in the event of the under-performance continuing therefore invoking further Stages in the Procedure.

The Committee was also assured that the Capability Procedure would run in parallel with the Disciplinary Procedure when appropriate.

RESOLVED that

1. The implementation of the Capability Policy and Procedure be approved, subject to staff consultation.
2. Authority be delegated to the Acting Chief Executive to make any minor amendments following the outcome of the staff consultation and any changes to legislation.

29. **EXCLUSION OF PRESS AND PUBLIC**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

The paragraph number is given under each heading.

30. **NOTIFICATION OF LEAVER**

Paragraph 2

The Committee noted a report providing information on a compromise agreement that had been entered into resulting in the employment of an officer being brought to an end.

31. **CHIEF EXECUTIVE'S SUPPORT TEAM**

Paragraph 2

The Committee received a report seeking approval to establish the posts of Communications, Performance and Policy Manager and Human Resources Manager.

Following a discussion and due to time constraints, the issue was remitted to officers to meet with the Chairman and Councillor Walters to discuss matters related to the job descriptions. They would also be provided with background information to the establishment and appointment process to these posts in 2012/13.

RESOLVED

That the matter be delegated to the Acting Chief Executive, in consultation with the Chairman of the Committee, to agree the recommendation following consideration of the further information requested and discussions taking place.

The meeting terminated at 5.57 pm