

Personnel and Development Committee Minutes

Date: 23 June 2014

Time: 7.00 - 7.20 pm

PRESENT: Councillor D H G Barnes (in the Chair)

Councillors I Bates, S P Lacey and Mrs W J Mallen,

21 APOLOGIES

Apologies for absence were received from M Angell, M E Knight and Mrs M L Neudecker

22 MINUTES

RESOLVED: That the minutes of the meeting of the Personnel and Development Committee held on 20 January 2014 be approved as a true record and signed by the Chairman.

23 DECLARATIONS OF INTEREST

There were no declarations of interest

24 EMPLOYEE SUPPORTED VOLUNTEERING SCHEME

A report was submitted which requested approval for the introduction of an Employee Supported Volunteering scheme. The matter had been considered and referred by the Joint Staff Committee at its meeting on 16 June recommending its approval.

It was hoped the scheme would provide the help and support to staff needed in starting to/ continuing to volunteer for local community projects.

The proposal supported the Council's priority of ensuring it engaged in work with the local communities within the district and also contributed to the Sustainable Community Strategy under the theme of "cohesive and strong communities" and in particular provided support for community participation and engagement.

The report stated that there was currently no formal policy in place to assist those who wished to volunteer and provide the much needed support to local projects. It was therefore suggested that a total of up to 1 day paid time off per year to be allowed for volunteering duties with prior agreement of the manager.

A staff survey conducted in January 2014 had found that a number of staff already volunteered for neighbourhood projects or charities. In addition the survey established that there was overwhelming support for such a scheme.

Members welcomed the scheme and the benefits it was likely to bring to the Council, employees and to the relevant community organisation. Members were informed that such work would only be carried out with prior agreement of the manager to ensure that employees were operating within the parameters of the proposed scheme.

A Member enquired as to whether an additional option could be explored of donating 1 day's pay to a relevant charity whilst remaining at work, thereby giving more flexibility to the employee.

It was agreed that the policy would be approved as it stood with an undertaking that the option of donating a days` pay would be explored and brought back to the next cycle of meetings of the Joint Staff and Personnel and Development Committees.

RESOLVED: That the draft Employer Supported Volunteering Policy and Procedures as attached at Appendix A be approved.

25 HR POLICIES/PROTOCOLS TO SUPPORT NEW WAYS OF WORKING

A report was submitted which sought approval for a number of HR policies/protocols and included:

- (a) Flexible Working- Home/Remote Working Protocol (new)
- (b) Right to Apply for Flexible Working Policy – incorporating Guidance on Working a 9 Day Fortnight (updated)
- (c) Flexi Time Scheme (updated)

The procedures had been reviewed in the light of the QVR14 Accommodation Project requirements and also addressed and incorporated the points previously raised during discussions at the Joint Staff Committee on 4 December and again on 16 June 2014.

Detailed information relating to the policies and protocols were set out in the attached appendices 5A- 5C. Members were informed that the remote working protocol presented employees with greater flexibility in working arrangements, subject to the organisation meeting the business need and as such requests for remote working were subject to the needs of the service and prior management approval.

With regards to the matter of the 9 day fortnight, Members were in agreement that officers who operated under the protocol should not in addition be eligible for working under the Council's flexi time scheme. However where they did work in

excess of their contracted hours they would be entitled to receive an additional 3 days of flexi leave per year.

Reference was also made to the updated Flexi Time Scheme, which was to continue with the core time arrangement, currently in place between the hours of 9.30am-12 noon and 2.30-4.00pm. It was possible to vary the start and finish times, when required with prior consent of the line manager.

Members considered the documents before them and noted the main issues contained within. In general they were happy with the policies and protocols as presented, but requested that the flexi – time scheme be reviewed within 12 months.

RESOLVED: That

- (i) The HR Policies/Protocols to support new ways of working be approved,
- (ii) The Flexi Time Scheme be reviewed within 12 months.

26 DATE AND TIME OF NEXT MEETING

Members noted the date and time of the next meeting, which was to be held on Monday 29 September 2014 at 7pm.

27 JOINT STAFF MINUTES 16 JUNE 2014

RESOLVED: That the minutes of the meeting of the Joint Staff Committee held on 16 June 2014, be received.

Chairman

The following officers were in attendance at the meeting:

Iram Malik	- Democratic Services
Jo Whiteley	- Human Resources Manager (Operations)