

Personnel and Development Committee Minutes

Date: 4 October 2017

Time: 6.20 - 6.35 pm

PRESENT: Councillor M Harris (in the Chair)

Councillors G C Hall, S K Raja, S Saddique and Mrs J E Teesdale, M C Appleyard and M A Hashmi

18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs S Adoh, M Hanif and Mrs W J Mallen.

19 MINUTES

RESOLVED: That the minutes of the meeting held on 15 March 2017 be confirmed as a true record and signed by the Chairman.

20 DECLARATIONS OF INTEREST

There were no declarations of interest.

21 CORPORATE BUSINESS CONTINUITY PLAN AND BUSINESS CONTINUITY PLANNING - PEOPLE MANAGEMENT

A report was submitted which requested approval of the new Business Continuity Planning People Management Policy and Procedure. Members were informed that this was a new policy, which supported the Corporate Business Continuity Plan and which appeared an appendix within the Corporate Plan.

The report stated that the Corporate Business Continuity Plan was reviewed on an annual basis and that in the current year it had been updated to reflect changes in the way the organisation worked, including a clearly agreed process for dealing with business continuity incidents.

The main areas covered within the People Management Policy & Procedure included temporary/alternative working arrangements, such as work location, duties and hours worked, and managing annual leave and sickness absence during an incident. It was emphasised that the policy highlighted that any changes were subject to personal discussion with the individuals concerned and consideration

would be given to that individual's skills and personal circumstances and balanced against organisational needs.

Members were informed that the Joint Staff Committee having considered the report earlier had recommended that clarification be provided within the policy in that it did not override an individual employee's terms and conditions of employment and that the language used reflected this. In addition as this was a new policy, it was recommended that a further opportunity be considered to engage in consultation with staff. It had therefore been agreed at the preceding Joint Staff meeting that the Policy and Procedure be agreed and submitted to Council for approval with further discussion on the wording to take place between HR and staff side, thereby presenting an opportunity to engage with staff on the new Policy as required. It was acknowledged that this may result in a revised policy being put to Council at a later date.

Members considered the report before them, and were of the view that this was a sensible way forward towards the implementation of the Policy. As an aside, it was emphasised that testing of the Corporate Plan was of paramount importance. It was confirmed that the Plan was reviewed on an annual basis, and that a full test of the Corporate Plan was being scheduled imminently.

RECOMMENDED: That the new Business Continuity Planning- People Management Policy be approved.

22 WORKFORCE REPORT 2016- 2017

A report was submitted which sought approval of the workforce report 2016-17 and its publication to the Council's website.

The Workforce Report produced annually provided Members and senior managers with information regarding the Council's workforce in order to assist in identifying key equality issues thereby informing the development of policies and practices to support the achievement of strategic priorities and service objectives.

The content within the Workforce Report for 2016-17 was attached at Appendix A to the report and included such information as organisational structure, training and development and pay and reward. The covering report identified a summary of the main findings at paragraph 5, and the key challenges presented, some of which were addressed and discussed more fully by Members.

RESOLVED: That the Workforce Report for 2016 -2017 be approved and be published on the Council's website.

23 LOCAL GOVERNMENT PENSION SCHEME - DISCRETIONS WITHIN THE SCHEME POLICY

A report was submitted which requested that the revisions to the revised Local Government Pensions Scheme (LGPS) and Discretions within the Scheme Policy be agreed. The report stated that all LGPS Scheme employers were required to publish a Statement of policy.

The report summarised the proposed key changes for agreement, including the removal of the discretion of the employer to increase total membership of an active member (Regulation 12, 2007) as this was no longer available. The insertion of the correct regulation references against each discretion, and the clarification of the approval process for applications to exercise a discretion.

Officers confirmed that consultation with officers within the County Council Pension team had also taken place.

RECOMMENDED: That the revisions to the revised Local Government Pensions Scheme and discretions within the scheme policy be agreed.

24 REVISED WHISTLE BLOWING POLICY AND PROCEDURE

A report was considered which proposed that the Whistleblowing Policy and procedure should continue to be under the responsibility of this Committee, in line with its current terms of reference, but that monitoring, application and general governance of the policy should be undertaken by the Audit Committee. As such the Audit Committee would receive a report through its lead officer on an annual basis.

Officers confirmed that colleagues in Finance were in agreement with this split of responsibilities, and that other than some additions being included within the Policy no fundamental changes had taken place. The Joint Staff Committee had commented with regard to paragraph 8.1 of the Policy, specifying that the Council should not extend the requirements over and beyond the statutory requirement with regard to examples of whistleblowing matters.

RESOLVED: That the responsibility for Whistleblowing Policy and procedure remain within the remit of this Committee, but that the monitoring and application of the policy be undertaken by the Audit Committee.

25 DATE OF NEXT MEETING

RESOLVED: That the meeting scheduled for 7 November 2017 be cancelled.

Chairman

The following officers were in attendance at the meeting:

Janice Hull - HR Team Leader

Iram Malik	- Democratic Services Officer
John McMillan	- Head of HR, ICT & Customer Services
Jo Whiteley	- Human Resources Manager (Operations)