

**PERSONNEL COMMITTEE
4TH APRIL 2017**

PRESENT: The Chair (Councillor Slater)
Councillors Barkley, Maynard Smith, Poland, Ranson and Snartt

Strategic Director of Corporate Services
Head of Strategic Support
CBC HR Manager - Strategy (GB)
CBC HR Manager - Advisory (AC)
Democratic Services Officer (NC)

APOLOGY: Councillor Shepherd

26. MINUTES

The minutes of the meeting of the Committee held on 20th September 2016 were confirmed as a correct record and signed.

27. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

28. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

29. APPRENTICESHIP LEVY

A report of the Head of Strategic Support was submitted to provide an update on the Government's Apprenticeship Scheme following a previous update provided to Personnel Committee on 20th September 2016 (item 5 on the agenda filed with these minutes).

RESOLVED that the updated position paper on the Apprenticeship Levy be noted.

Reason

The Apprenticeship Levy will be introduced on 6th April 2017, requiring employers operating in the UK, with a pay bill over £3million each year, to invest in apprenticeships. The revised Charnwood Apprenticeship Policy would be considered by the Personnel Committee at a future meeting.

30. REDEPLOYMENT POLICY AND PROCEDURE

A report of the Head of Strategic Support was submitted to seek approval in relation to the amendments proposed to the Redeployment Policy and Procedure (item 6 on the agenda filed with these minutes).

RESOLVED

1. that the proposed amendments to the Redeployment Policy and Procedure and the introduction of the associated Employee Assistance Toolkit as set out in Annexes A and C of the report of the Head of Strategic Support, filed with these minutes be agreed;
2. That the amendment to the Fixed Term Contract – Guidance for Managers in accordance with the proposal outlined at paragraph 3 and as set out in Annex B of the report of the Head of Strategic Support, filed with these minutes be agreed;
3. That the associated changes being made to the Recruitment and Selection Policy as set out in Annex D of the report of the Head of Strategic Support, filed with these minutes be agreed.

Reasons

- 1&2. To make necessary amendments in relation to the Redeployment Policy, Procedures and Guidance notes in order to bring the policy up to date with legislative requirements and recommended best practice.
3. To ensure the Recruitment and Selection Policy is consistent with the revised Redeployment Policy.

31. ORGANISATIONAL CHANGE POLICY AND PROCEDURE

A report of the Head of Strategic Support was submitted to propose amendments to the Organisational Change Policy and Procedure (item 7 on the agenda filed with these minutes).

RESOLVED that the proposed amendments to the Organisational Change Policy and Procedure as set out within the report of the Head of Strategic Support, filed with these minutes be agreed.

Reason

The Organisational Change Policy and Procedure has been updated to reflect changes to legislative requirements and recommended best practice for those involved in the process.

32. 'DYING TO WORK' CHARTER

A report of the Head of Strategic Support was submitted to provide the Committee with information about the TUC's 'Dying to Work' campaign and charter (item 8 on the agenda filed with these minutes).

RESOLVED that the content of the TUC ‘Dying to Work’ Charter be noted, and that a further report to be presented to the Committee on adopting the Charter once the required consultation processes have been completed.

Reason

To progress the resolution of this matter as requested at the Council meeting on 23rd January 2017.

33. STANDBY AND CALL-OUT, STANDBY AND ADVISORY AND EMERGENCY CONTACT POLICY AND PROCEDURE

A report of the Head of Strategic Support was submitted to seek the Committee’s approval for the introduction of a revised Standby and Call-Out, Standby and Advisory and Emergency Contact Policy and Procedure and to consider the supplementary report submitted by the Trade Unions (item 9 on the agenda filed with these minutes).

Councillor Ranson left the meeting at 7.40pm.

In relation to the Trade Unions request for back pay, it was noted that this was to be negotiated in consultation with the Strategic Director of Corporate Services.

RESOLVED that the revised Standby and Call-Out, Standby and Advisory and Emergency Contact Policy and Procedure attached as an Annex to the report of the Head of Strategic Support, filed with these minutes be agreed.

Reason

The Committee considered at length both the report of the Head of Strategic Support and the Trade Union’s supplementary report and clarified in detail with officers present how the changes would affect employees. The Committee welcomed the Trade Unions’ views but deemed the revised policy would recompense employees fairly for their ‘out of hours’ responsibilities. Staff who had transferred to the Council under TUPE regulations would be maintained on transferred conditions until agreement could be reached with the Trade Unions.

Notes:

1. No reference may be made to these minutes at the Council meeting on 24th April 2017 unless notice to that effect is given to the Head of Strategic Support by five members of the Council by noon on the fifth working day following the publication of the minutes.
2. These minutes are subject to confirmation as a correct record of the Committee’s decisions at the next meeting of the Committee.