

**PERSONNEL COMMITTEE  
17TH OCTOBER 2017**

**PRESENT:** The Chair (Councillor Miah)  
Councillors Hampson, Poland, Shepherd, Smidowicz and Snartt

Strategic Director of Corporate Services  
Head of Strategic Support  
CBC HR Manager - Strategy (GB)  
Unison Branch Secretary  
Democratic Services Officer (NC)

**APOLOGIES:** Councillors Barkley and Slater

**10. MINUTES**

The minutes of the meeting of the Committee held on 13th June 2017 were confirmed as a correct record and signed.

**11. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS**

No disclosures were made.

**12. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8**

No questions had been submitted.

**13. DISABILITY LEAVE GUIDANCE**

A report of the Head of Strategic Support was submitted to seek approval to introduce a revised Disability Leave Guidance Document (item 5A on the agenda filed with these minutes).

A report was submitted by UNISON seeking to present the views of the trade unions regarding the revised Disability Leave Guidance Document (item 5B on the agenda filed with these minutes).

*Councillor Hampson entered the meeting at 6.15pm.*

Members of the Committee expressed concerns that if the proposed guidance was approved and implemented whether sickness absence statistics could be monitored to see if they showed an increase resulting from disability leave requests being rejected as suggested by the Trade Unions. The Strategic Director of Corporate Services noted that the Performance Scrutiny Panel monitored sickness absence statistics as part of the Quarterly Performance Monitoring report.

**RESOLVED** that the revised version of the Council's Disability Leave Guidance as set out in Annex A of the report be approved and that this document replace the current Disability Leave Scheme.

### Reason

The current scheme was implemented prior to the Equality Act of 2010. This legislation and case history has clarified, to a greater extent, the employer's responsibilities for providing reasonable adjustments for disabled employees. The current scheme does not clarify the difference between disability leave and disability sickness absence. The Trade Unions confirmed, at JMTUM on 18th May 2017, that they did not agree to the revised Disability Leave Guidance. Informal consultation meetings have been held on 23rd May 2017 and on 18th July 2017, and the issue had been discussed in detail at JNCC on 30th August 2017.

Having been presented reports from both the Management side and Trade Union side and asked questions to clarify relevant matters, the Committee were minded to approve the Guidance and confirmed that if disabled employees were dissatisfied with the implementation of the Guidance there were other policies in place that could be used to progress concerns.

#### 14. LEAVE ARRANGEMENTS – COMPASSIONATE LEAVE

A report of the Head of Strategic Support was submitted to seek approval to implement changes to the Leave Arrangements Policy in relation to Compassionate Leave (item 6 on the agenda filed with these minutes).

**RESOLVED** that the changes to the Leave Arrangements Policy in relation to Compassionate Leave as set out in Appendix A of the report be agreed.

### Reason

To clarify the circumstances when it is appropriate for managers to allow compassionate leave and to guide managers in assessing the appropriate number of days to provide.

#### 15. PAY POLICY STATEMENT 2018/19

A report of the Head of Strategic Support was submitted to obtain approval of the Council's Pay Policy Statement covering the period 1st April 2018 to 31st March 2019. (item 7 on the agenda filed with these minutes).

**RESOLVED** that it be recommended to Full Council that the Pay Policy Statement for 2018/2019 as set out in Annex A of the report be approved and adopted.

### Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

## 16. PERSONAL USE OF SOCIAL MEDIA SITES POLICY

A report of the Head of Strategic Support was submitted to seek approval to implement the Personal Use of Social Media Sites Policy (item 8 on the agenda filed with these minutes).

**RESOLVED** that the Personal use of Social Media Sites Policy be agreed and implemented.

### Reason

It was necessary to implement a policy that covers employees' personal use of Social Media sites, in general and in their own time, in order to make employees aware of the correct conduct when using these sites.

## 17. GUIDANCE ON THE RECRUITMENT AND EMPLOYMENT OF APPRENTICES

A report of the Head of Strategic Support was submitted to seek approval to implement the Guidance on the Recruitment and Employment of Apprentices and associated documents (item 9 on the agenda filed with these minutes).

**RESOLVED** that the proposed amendments to the Guidance on the Recruitment and Employment of Apprentices and the toolkit of documents to support that guidance document and scheme be agreed.

### Reason

The Apprenticeship Levy was introduced on 6th April 2017, requiring employers operating in the UK, with a pay bill over £3million each year, to invest in apprenticeships. The Guidance Document has been updated to reflect the Government's requirements and to support managers to develop the Apprenticeship Scheme within the authority.

## 18. REFERENCE RESPONSE GUIDANCE FOR MANAGERS

A report of the Head of Strategic Support was submitted seeking approval to implement the Reference Response Guidance for managers document and to delete the current information sheet which is available on the intranet called Reference Writing – A Managers' Checklist (item 10 on the agenda filed with these minutes).

**RESOLVED** that the current information sheet which is available on the intranet called Reference Writing – A Managers' Checklist be replaced with the Reference Response Guidance for management document as set out in the appendix of the report.

### Reason

To provide guidance and support to managers in writing references for existing and ex-employees.

19. JOB EVALUATION GUIDANCE

A report of the Head of Strategic Support was submitted seeking approval to implement the revised Job Evaluation Guidance and associated documents (item 11 on the agenda filed with these minutes).

**RESOLVED** that the proposed amendments to the Job Evaluation Guidance and associated documents be agreed.

Reason

The guidance has been reviewed and revised to make the document more streamlined and improved the availability of information for managers and employees. The document has been revised to also address queries raised at panels.

20. JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE (JNCC) –  
APPOINTMENT OF COUNCILLOR 2017-18

It was noted that due to a councillor resignation there was a vacancy to appoint a councillor representative to the Joint Negotiating and Consultative Committee (JNCC) for 2017/18.

**RESOLVED** that Councillor Miah be appointed as a representative on the Joint Negotiating and Consultative Committee for 2017/18.

Reason

To enable the operation of the Joint Negotiating and Consultative Committee in accordance with its constitution and, therefore, negotiation and consultation to take place between the Council as an employer and its employees.

Notes:

1. No reference may be made to these minutes at the Council meeting on 6th November 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.