

**PERSONNEL COMMITTEE
14TH JUNE 2016**

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

Head of Strategic Support
LCC HR Manager (GB)
Democratic Services Officer (NC)

APOLOGIES: Councillor Shepherd, Strategic Director of Corporate Services

1. MINUTES

The minutes of the meeting of the Committee held on 9th February 2016 were confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

3. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

4. JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE (JNCC) –
APPOINTMENT OF COUNCILLORS 2016/17

A report of the Head of Strategic Support was submitted to appoint councillor representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2016/17 (item 5 on the agenda filed with these minutes).

RESOLVED that Councillors Barkley, Poland Maynard Smith and Slater be appointed as representatives on the Joint Negotiating and Consultative Committee for 2016/17.

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 via members of the recognised Trade Unions.

5. APPOINTMENTS TO PANELS 2016/17

A report of the Head of Strategic Support was submitted to consider appointments to Panels for 2016/17 (item 6 on the agenda filed with these minutes).

RESOLVED that a Panel comprising Councillors Barkley, Poland, Maynard Smith, Slater and Snartt be appointed for the Council year 2016/17 in respect of the following:

- (i) to undertake the Chief Executive's Performance and Development Review;
- (ii) to make appointments to Chief Officer and Statutory Officer posts, excluding the Head of Paid Service, if any;
- (iii) to make recommendations to Council on the appointment of the Head of Paid Service, if necessary;
- (iv) to determine appeals by a Chief Officer or Deputy Chief Officer against dismissal, if any.

Reason

Section 5.5 (e) of the Council's Constitution (Roles of decision taking Committees) states that the Personnel Committee will appoint Panels comprising 5 councillors (with a quorum of 3) for these functions. Appointing Panels to undertake these functions at the beginning of the Council year will prevent the need for a meeting of the Committee for the sole purpose of appointing a Panel and enable the functions to be dealt with in a timely manner.

6. RECRUITMENT AND ENGAGEMENT OF CASUAL WORKERS

A report of the Head of Strategic Support was submitted to consider a revised Guidance on the Recruitment and Engagement of Casual Workers, (item 7 on the agenda filed with these minutes).

RESOLVED that the revised Guidance on the Recruitment and Engagement of Casual Workers as set out in Appendix A of the report be approved.

Reason

The Committee concluded that the guidance would provide managers with clear and current information on the recruitment and engagement of casual workers which meet legislative requirements and best recommended practice.

7. EQUAL PAY AUDIT

A report of the Head of Strategic Support was submitted to consider the information regarding the outcome of an Equal Pay Audit that was carried out on the Council's workforce employed during the period of 1st April 2014 to 31st March 2015, (item 8 on the agenda filed with these minutes).

RESOLVED that the conclusions and recommendations of the Equal Pay Audit as set out in Part B of the report be noted.

Reason

The Committee were satisfied that the conclusions and recommendations in the Equal Pay Audit as set out in Part B of the report would enable the Council to comply with the legal requirements of the Equalities Act 2010, the National Agreement covering Local Government Services (the “Green Book”) and the Borough Council’s Equality and Diversity Work Plan.

8. HOLIDAY PAY

A report of the Head of Strategic Support was submitted to consider the Borough Council’s proposal for holiday pay for certain employees, (item 9 on the agenda filed with these minutes).

RESOLVED that the Borough Council’s proposed approach to pay holiday pay on guaranteed overtime as set out in part B of the report be approved.

Reason

The Committee agreed that the proposed approach would ensure compliance with legislation and recommended best practice.

9. FUTURE MEETING DATES

Further meeting dates of the Committee were noted.

Notes:

1. No reference may be made to these minutes at the Council meeting on 5th September 2016 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.