PERSONNEL COMMITTEE
31ST JANUARY 2017

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

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

APOLOGIES: Councillors Hampson and Poland

16. MINUTES

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

Minute 14.1 - the Apprenticeship Levy

It was noted that the organisation of a member briefing by the Democratic Services Manager was likely to be in the form of a briefing paper and was in progress.

17. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillors Shepherd and Snartt disclosed a personal interest as County Councillors.

18. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

19. APPEAL POLICY DISCLOSURE AND BARRING SERVICE

A report of the Head of Strategic Support was submitted to introduce proposed revisions to the policies and documents relating to the Disclosure and Barring Service (DBS), including the Recruitment and Selection policy (item 5 on the agenda filed with these minutes).

RESOLVED that the proposed amendments to the documents relating to the Disclosure and Barring Service (DBS) and related policy be approved subject to the following amendments:

a) that the section titled 'Who requires a DBS check' is clarified that if a manager creates a new post they contact Human Resources to review whether the post is required to be added to the list of eligible posts;

b) that the section titled 'How to make an Application for an Online DBS Application' is clarified to indicate that the Customer Service Advisor verifying the documents is a DBS specialist advisor from the East Midlands Shared Services.

Reason

To provide managers with clear and current information on the requirements of the Disclosure and Barring Service which meet legislative requirements and recommended best practice. Whilst considering this policy, Members of the Committee wished to provide further clarity for managers regarding the introduction of new posts and that customer service advisors were appropriately skilled to verify DBS documents.

20. PAY POLICY STATEMENT

A report of the Head of Strategic Support was submitted to gain approval for the Council's Pay Policy Statement covering the period 1st April 2017 to 31st March 2018 (item 6 on the agenda filed with these minutes).

RESOLVED that the Pay Policy Statement for 2017/18, attached as an Annex to the report, proceed to Full Council for formal approval and adoption.

Reason

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

21. POLICIES TO SUPPORT CARER'S LEAVE

A report of the Head of Strategic Support was submitted to introduce a revised Career Break Policy and make relevant amendments to the Leave Arrangements Policy relating to Carers Leave (item 7 on the agenda filed with these minutes).

RESOLVED that proposals set out within this report are approved, including the amendments to the Leave Arrangements Policy and introduction of the revised Career Break policy.

Reason

To provide managers with clear and current information on Carers Leave which meet legislative requirements and recommended best practice.

22. SMOKING POLICY

A report of the Head of Strategic Support was submitted to seek approval for the revised Smoking Policy (item 8 on the agenda filed with these minutes).

Whilst discussing this item, Members of the Committee also expressed concerns about smokers congregating around the front gate to the Council Offices. The Head of Strategic Support noted that the provision of a designated smoking area within the Council office grounds had previously been considered by the Council and that options could be reviewed again.

RESOLVED that the proposed amendments to the Smoking Policy be approved.

Reason

To reflect the use of e-cigarettes, personal vaporizers (PVs) and electronic nicotine delivery systems (ENDS) as these are not referred to in the current policy. Additionally to bring the policy up to date with legislative requirements and recommended best practice.

23. BEHAVIOUR AND DIGNITY AT WORK TIMESCALES

A report of the Head of Strategic Support was submitted to seek approval of the proposed revision to the Behaviour and Dignity at Work Policy (item 9 on the agenda filed with these minutes).

RESOLVED that the proposed amendments to the Behaviour and Dignity at Work Policy be approved.

Reason

To provide managers with additional clarity in relation to Behaviour and Dignity at Work Timescales.

24. PUBLIC SECTOR EXIT PAYMENTS

A report of the Head of Strategic Support was submitted to inform the Committee of proposed changes to public sector exit payments (item 10 on the agenda filed with these minutes).

RESOLVED that the Personnel Committee note the Government proposals regarding public sector exit payments.

Reason

To ensure compliance with legislation and recommended best practice.

25. SUPPORT FOR EMPLOYEES DIAGNOSED WITH TERMINAL ILLNESSES

The Chair brought to the Committee's attention that at the Full Council meeting held on 23rd January 2017, a motion on notice was submitted by Councillor Forrest requesting the Council notes the existence of the voluntary code of practice in

relation to support for employees diagnosed with terminal illnesses, and that the Personnel Committee gives consideration to adopting that code of practice.

RESOLVED that an item regarding support for employees diagnosed with terminal illnesses be scheduled for consideration by the Committee at a future meeting.

Notes:

1. No reference may be made to these minutes at the Council meeting on 27th February 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.