

**PERSONNEL COMMITTEE
4TH DECEMBER 2018**

PRESENT: The Chair (Councillor Barkley)
The Vice Chair (Councillor Draycott)
Councillors Morgan, Poland, Shepherd and Snartt

CBC HR Manager
Strategic Director of Corporate Services
Democratic Services Officer (NC)

APOLOGIES: Councillor Hampson

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

16. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 3rd October 2018 was confirmed as a correct record and signed.

17. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

18. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

19. PAY POLICY STATEMENT 2019/20 AND LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

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 2019 to 31st March 2019 (item 5 on the agenda filed with the minutes).

In response to a question the Strategic Director of Corporate Services noted that the receipt of certain benefits such as broadband and essential car use would be best considered as part of a larger review into staff benefits.

RESOLVED that the Pay Policy Statement for 2019/20, attached at Annex A 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.

20. TEMPORARY AGENCY WORKERS POLICY AND GUIDANCE

A report of the Head of Strategic Support was submitted requesting approval to introduce a revised Temporary Agency Workers Policy and Guidance (item 6 on the agenda filed with the minutes).

In response to questions the HR Manager stated that the contractor chosen by the Council to supply temporary agency workers maintained records of expenditure and statistics and could provide the Council with details if required. In addition managers were asked to verify the identification of temporary workers prior to their starting work in line with the process for new permanent staff.

RESOLVED that the revised version of the Council's Temporary Agency Workers Policy and Guidance be approved and adopted. The document will replace the current Workers Regulations Guidance.

Reason

The Temporary Agency Workers Policy and Guidance has been reviewed to include the latest legislation and best practice relating to Agency Workers. This includes information on the IR35 regulations. The revised policy is intended to support managers in greater detail when employing agency workers.

21. GUIDANCE ON THE RECRUITMENT AND EMPLOYMENT OF CASUAL WORKERS

A report of the Head of Strategic Support was submitted to obtain approval of the amended Guidance for the Recruitment and Engagement of Casual Workers (item 7 on the agenda filed with the minutes).

RESOLVED that the revised Guidance on the Recruitment and Engagement of Casual Workers be agreed.

Reason

That the guidance document is updated in line with recommended best practice to ensure its effectiveness for employees of the Council.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 21st January 2019 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.