

**PERSONNEL COMMITTEE  
12TH JANUARY 2021**

PRESENT: The Chair (Councillor Morgan)  
The Vice Chair (Councillor Boldrin)  
Councillors Barkley, Brennan, Lowe, Poland and  
Shepherd

Strategic Director; Environmental and Corporate  
Services  
Charnwood HR Manager  
Senior HR Advisor  
Learning and Organisational Development  
Coordinator  
Organisational Development Manager  
Democratic Services Officers (NC and EB)

APOLOGIES: None.

The Chair stated that the meeting would be live streamed and the 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.

15. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13th October 2020 were confirmed as a correct record and signed.

16. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

17. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

18. APPRENTICESHIP SCHEME PRESENTATION

An Apprenticeship and Work Experience Overview presentation by the Learning and Organisational Development Coordinator was given (item 5 on the agenda filed with these minutes).

It was noted that Covid-19 restrictions had interrupted apprentice recruitment.

Information was also given on the Kickstart scheme which was aimed at people under the age of 25 and was coordinated by the Department for Work and Pensions and Loughborough College.

**RESOLVED** that the presentation and its contents be noted.

Reason

Members were satisfied with the overview.

19. APPRENTICESHIP REPORTING UPDATE

A report of the Strategic Director, Environmental and Corporate Services was submitted to provide the Committee with information relating to the apprenticeship scheme within the Council and the apprenticeship target reporting for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020. (item 6 on the agenda filed with these minutes).

The Learning and Organisational Development Coordinator highlighted to the Committee that challenges had been faced during the Covid-19 pandemic. Restrictions had meant that recruitment had been difficult and fewer staff were working in the offices and other sites and available to train and support apprentices. This had led to targets being missed in terms of the number of apprentices being recruited and the proportion of the workforce that were apprentices. It was noted that the proportion of apprentices was still high despite this.

**RESOLVED** that the findings of the apprenticeship reporting be noted by the Committee.

Reason

The Public Sector Apprenticeship Targets Regulations 2017 came into force on 31st March 2017. All public bodies with 250 or more staff in England as of 31 March have a target to employ an average of at least 2.3% of their staff as new apprentices starts over the period of 1st April 2017 to 31st March 2021.

20. AGILE WORKING POLICY

A report of the Strategic Director, Environmental and Corporate Services was submitted (item 7 on the agenda filed with these minutes).

It was noted that this report was a preview and that the final report would be brought back to the next meeting of the Committee for approval. Staff and trade unions were being consulted on the policy and a number of comments had been received.

It was further established that the policy would be reviewed following its implementation (most likely after six months).

**RESOLVED** that the information relating to the Agile Working Policy and Worker Style Profile Model Pilot is noted by the Committee, prior to these documents being formally brought to the Committee's consideration at its meeting on 30th March 2021.

### Reason

The Council has, for some time, been considering the principles of agile working and this, combined with the impact of Covid-19, has made it necessary to review working arrangements across the Council. It is therefore proposed to broaden the scope of the Council's current arrangements by introducing the Agile Working Policy and Guidance.

Alongside this, a pilot scheme related to the Worker Style Model has been in place in two key service areas of the Council and a summary of the findings of that scheme is attached for information.

#### 21. PAY POLICY STATEMENT 2021-22

A report of the Strategic Director, Environmental and Corporate Services was submitted, (item 8 on the agenda filed with these minutes).

The report set out the key information in remuneration policies. It was noted that the broadband scheme had been deleted from the Pay Policy Statement for 2021/22 following the Council's decision to cease payment of Broadband allowances.

**RESOLVED** that the Pay Policy Statement for 2021/22, attached at Annex 1, 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.

#### 22. ATTENDANCE MANAGEMENT POLICY AND PROCEDURE

A report of the Strategic Director, Environmental and Corporate Services was submitted following recommendations from the audit on attendance management. (item 9 on the agenda filed with these minutes).

It was reported that attendance management training would take place in due course.

**RESOLVED** that the changes as outlined and as attached at Appendix A of the report be agreed by the Personnel Committee.

### Reason

An audit was carried out in February 2020 by BDO into Charnwood Borough Council's attendance management process. The audit recommended changes to the Attendance Management Policy and Procedure to reflect new ways of working to manage sickness absence. The Attendance Management Policy and Procedure has been amended to reflect those recommendations.

### NOTES:

1. No reference may be made to these minutes at the Council meeting on XXXX 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.