

**PERSONNEL COMMITTEE
5TH OCTOBER 2021**

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

Strategic Director; Environmental and Corporate
Services
Charnwood HR Manager
Senior HR Advisor
Democratic Services Officer (NC)

APOLOGIES: Councillor Poland and Snartt

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.

Due to technical problems the sound recording did not record the meeting.

6. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16th August 2021 was confirmed as a correct record and signed.

7. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

8. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

9. AMENDMENTS TO THE CONSTITUTION OF THE JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking to amend the Constitution of the Joint Negotiating and Consultative Committee (item 5 on the agenda filed with these minutes).

RESOLVED that section 7.1 of the Joint Negotiating and Consultative Committee Constitution be amended from:

"The Secretary for JNCC will be the Head of Strategic Support or other appropriate Council Officer"

To

“The Secretary for JNCC will be the Strategic Director, Environmental and Corporate Services or other appropriate Council Officer”

Reason

To reflect recent changes to the roles and responsibilities of the Head of Strategic Support and the Strategic Director, Environmental and Corporate Services.

10. GENDER PAY GAP INFORMATION

A report of the Strategic Director, Environmental and Corporate Services providing the Committee with a snapshot of Gender Pay Gap information as of 31st March 2020 was submitted (item 6 on the agenda filed with these minutes).

It was noted that obtaining comparison data with neighbouring authorities and comparing data with national guidelines would be beneficial for the Committee when it considered the annual Gender Pay Gap report at a future meeting next year.

RESOLVED that the Personnel Committee noted the details of the Gender Pay Gap report.

Reason

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31st March each given year to carry out gender pay analysis and reporting.

11. PREVENTION OF ILLEGAL WORKING GUIDANCE

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking approval of proposed amendments to the Prevention of Illegal Working Guidance (item 7 on the agenda filed with these minutes).

It was noted that no concerns had been raised regarding employees maintaining their immigration status within the Council.

RESOLVED that the changes as outlined in the report and attached at Annex 1 be agreed.

Reason

A review of Charnwood Borough Council’s Prevention of Illegal Working Guidance has been carried out to ensure compliance with the latest legislative changes.

12. PROBATION POLICY AND PROCEDURE, AND PROBATION POLICY AND PROCEDURE GUIDANCE

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking approval of the proposed amendments to the Probation Policy and Procedure and the Probation Policy and Procedure Guidance following a review (item 8 on the agenda filed with these minutes).

RESOLVED that the changes as outlined in the report and attached at Annex 1 and Annex 2 be agreed.

Reason

The Probation Policy and Procedure process was reviewed to ensure compliance with best practice and to propose a more streamlined process. The Probation Policy and Procedure and the Probation Policy and Procedure Guidance have been amended to reflect those recommendations.

13. **GUIDANCE ON THE RECRUITMENT AND EMPLOYMENT OF CASUAL WORKERS**

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking approval of the proposed amendments to the Guidance on the Recruitment and Employment of Casual Workers (item 9 on the agenda filed with these minutes).

It was noted that if a casual worker was employed for longer than three months a fixed contact would be used. If a casual worker was not employed after three months casual assignments would be terminated and re-recruited if required in line with employee rights.

RESOLVED that the changes outlined in the report and as attached at Annex 1 are agreed.

Reason

A review of Charnwood Borough Councils Guidance on the Recruitment and Employment of Casual Workers has been undertaken to assist with simplifying processes to manage the recruitment and employment of a casual worker.

NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting 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.