

**PERSONNEL COMMITTEE**  
**13TH JUNE 2023**

PRESENT: The Chair (Councillor Miah)  
The Vice Chair (Councillor Snartt)  
Councillors Braker, Hamilton, Haynes and  
Tillotson

Director Finance, Governance and Contracts  
Head of Governance and Human Resources  
Charnwood HR Manager  
Senior HR Advisor  
Democratic Services Officer (NC)

APOLOGIES: Councillor Bokor

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.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28th March 2023 were noted.

2. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

3. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

4. JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE (JNCC) - APPOINTMENT OF COUNCILLORS 2023-24

Considered a report of the Director of Finance Governance and Contracts to appoint councillor representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2022-23 (item 5 on the agenda filed with these minutes).

As appointments to this body were not required to be politically balanced it was proposed that 2 Labour, 1 Conservative and 1 Green Party councillor be nominated to the Joint Negotiating and Consultative Committee to accord with the political administration in control of the Council.

Cllr Snartt wished it to be recorded in the minutes that he considered political balance should be observed when appointing to this body to accord with the Conservative Party having the largest number of councillors elected to the Council.

It was suggested that increasing the number of councillors to be appointed to JNCC could be reviewed in future.

**RESOLVED** that Councillors Bokor, Hamilton, Haynes, and Miah be appointed as representatives on the Joint Negotiating and Consultative Committee for 2023 – 24.

#### Reason

To enable the operation of the Joint and 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.

#### 5. APPOINTMENTS TO PANELS 2023-24

Considered a report from the Director of Finance, Governance and Contracts to appoint to Panels 2023-24 (item 6 on the agenda filed with these minutes).

**RESOLVED** that Panels comprising of Councillors Bokor, Hamilton, Haynes, Snartt and Tillotson be appointed for the Council year 2023-24 in respect of the following:

- a) To determine appeals by a JNC Officer against dismissal.
- b) To determine all other employment related appeals for JNC staff which are provided for in the Council procedures.
- c) To make recommendations to Council on the appointment or dismissal of the Head of Paid Service.
- d) To make recommendations to Council on the appointments to Chief Officer and Statutory Officer posts excluding the Head of Paid Service.
- e) To undertake the Chief Executives Performance and Development Review.

#### 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. PREVENTION OF ILLEGAL WORKING GUIDANCE

Considered a report of the Director of Finance, Governance and Contracts to agree proposed amendments to the prevention of illegal working guidance, (item 7 on the agenda filed with these minutes).

**RESOLVED** that the Personnel Committee agree the proposed amendment to the Prevention of Illegal Working Guidance to reflect necessary legislative changes and also agree the inclusion of the following amendments as proposed at this meeting:

- amendment of a typographical error from ‘ *permission to stay in the UK on or before 18th March 2002* to ‘*permission to stay in the UK on or before 18th March 2022*’ (ref. page 35 of the agenda pack),
- clarification that the HR representative for ‘The Meeting’ and the ‘Appeal’ (as part of the process for failure to maintain right to work) should not be the same person (ref. page 38/39 of the agenda pack).

#### Reason

To accurately reflect the necessary legislative updates required as part of the Council’s right to work checks.

### 7. **GUIDANCE ON THE RECRUITMENT AND EMPLOYMENT OF CASUAL WORKERS**

Considered a report of the Director of Finance, Governance and Contracts to agree proposed amendments to the Guidance on the Recruitment and Employment of Casual Workers, (item 8 on the agenda filed with these minutes).

**RESOLVED** that

1. the Personnel Committee agree to the proposed amendments to the Guidance on the recruitment and Employment of Casuals Workers;
2. the Personnel Committee agree to the alteration to the Leave Arrangements Policy in relation to casual workers;
3. the update to the Leave Arrangements policy to reflect new annual leave entitlements for NJC employees in the 2023/24 leave year is agreed by Personnel Committee.

#### Reasons

1. to reflect the Council’s approach to annual leave provisions for casual workers following legislative changes in the Guidance on the recruitment and Employments of Casual Workers.
2. To ensure the Leave Arrangements policy is amended to enable employees to obtain information on leave provisions for casual workers.
3. To accurately reflect the one day (pro rata) annual leave entitlement increase for NJC employees in the 2023/24 leave year.

#### 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.