

**PERSONNEL COMMITTEE  
10TH OCTOBER 2023**

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

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

APOLOGIES: none

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.

8. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13th June 2023 was confirmed as a correct record and signed.

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

No disclosures were made.

10. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

11. RETIREMENT POLICY AND PROCEDURE

Considered a report of the Director of Finance, Governance and Contracts seeking the Committee's approval of proposed amendments to the retirement Policy and Procedure and introduction of a Retirement Policy Application Form (item 5 on the agenda filed with these minutes).

*Cllr Braker arrived at the meeting at the start of the presentation of this item by officers.*

**RESOLVED** that the Personnel Committee agreed the proposed amendments to the Retirement Policy and Procedure and introduction of a Retirement Policy Application Form.

Reason

To ensure that information provided to manager and employees in relation to retirement and pensions is up to date and accurate.

## 12. REASONABLE ADJUSTMENT PASSPORT

Considered a report of the Director of Finance, Governance and Contracts seeking the Committee's approval of the Reasonable Adjustment Passport, (item 6 on the agenda filed with these minutes).

Members asked that the following amendments be made to the Reasonable Adjustment Passport:

- Appendix A (p37 of the agenda pack) change 'Workers Signature' to 'Managers Signature' as considered more appropriate terminology for the Council.
- Appendix B (p39-40 of the agenda pack) to include cancer and HIV in the definitions of disability as defined by the Equality Act 2010 to the Summary Document.

### **RESOLVED**

1. that the Personnel Committee agreed to the introduction of the Reasonable Adjustment Passport and Reasonable Adjustment summary and the associated proposed amendments to the Attendance Management Policy and the Attendance Management Guidance, including the proposed amendments above.
2. that an Update on the implementation of the Reasonable Adjustment Passport be presented to a meeting of the Personnel Committee after a reasonable time period has passed (considered to be approximately 12 months).

### Reasons

1. To provide managers and employees with a clear document to accurately consider and reflect any agreed reasonable adjustments to support an employee in the workplace.
2. Members of the Committee wished to monitor its implementation and review its application within the Council.

### 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.

