

**PERSONNEL COMMITTEE
17TH DECEMBER 2019**

PRESENT: The Vice Chair (Councillor Boldrin)
Councillors Barkley, Poland, Ranson, Snartt and
Ward

CBC HR Manager (Strategy)
Head of Strategic Support
Democratic Services Officer (NC)

APOLOGIES: Councillors Morgan and Shepherd

The Vice-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.

14. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th September 2019 was confirmed as a correct record and signed.

In response to a question referencing minute 10, it was noted that the Menopause Guidance would be published on the Council's website.

15. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

16. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

17. EQUAL PAY AUDIT - UPDATE

A verbal update was provided by the HR Manager, relating to the completion of outstanding job descriptions in the Service (item 5 on the agenda).

The HR Manager stated that of the eight repairs and maintenance job descriptions referenced as incomplete at the last meeting, six were available but had not been forwarded to HR for uploading to the Intranet. The other two job profiles were under review and would be updated accordingly once the review was complete.

RESOLVED that the information be noted.

Reason

The Committee were satisfied with the update provided.

18. APPRENTICESHIP SCHEME - 1ST APRIL 2018 TO 31ST MARCH 2019

A report of the Head of Strategic Support was submitted regarding the Apprenticeship Scheme within the Council and the apprenticeship target for the period 1st April 2018 to 31st March 2019 (item 6 on the agenda, filed with these minutes).

Members of the Committee discussed:

- how the Council was ensuring it met the Government's target and attracted candidates to the scheme.
- the ratio between internal and external apprentices and how the higher number of internal apprentices was reflected in benchmarking with other councils.
- the difficulties in identifying appropriate courses to fill staff shortages, for example, in the Planning Service and Pest Control.
- how the scheme was managed and by whom within the Council.

RESOLVED

1. that the Learning and Organisational Development Coordinator be invited to attend the next meeting of the Committee to be held on 24th March 2020;
2. that the report be noted.

Reasons

1. The Committee discussed this matter at length and asked questions of a procedural nature regarding the Apprenticeship Scheme. Members wished to raise their concerns with the Learning and Organisational Development Coordinator at the next meeting of the Committee.
2. 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 31st March have a target to employ an average of at least 2.3% of their staff as new apprentice starts over the period of 1st April 2017 to 31st March 2021.

19. EMPLOYEE VOLUNTEERING PROVISION

A report of the Head of Strategic Support was submitted requesting the Committee approve the proposed changes to the Employee Volunteering Provision which allows employees up to 2 days paid leave per year to volunteer with the community, (item 7 on the agenda filed with these minutes).

In response to questions, the HR Manager stated that the types of volunteering supported by the Council had been defined broadly to limit the number of updates required to the document if volunteering opportunities were to alter in the future.

RESOLVED that the amended Employee Volunteering Provision is approved by the Committee for implementation within the Council.

Reason

To provide managers with clear guidance on the circumstances when it would be appropriate to agree to the paid leave as outlined above. The new provision also included a template application process for employees.

20. VOLUNTEERS AND WORK PLACEMENTS POLICY

A report of the Head of Strategic Support was submitted seeking the Committee's approval of the proposed changes to the Volunteers and Work Placements Policy and Toolkit (item 8 on the agenda filed with these minutes).

It was noted that there were typographical errors in Appendix 2 of the Policy whereby 'LCC' should be amended to 'CBC'.

RESOLVED

1. that the Democratic Services Officer collates questions raised by the Committee and forwards to the Learning and Organisational Development Coordinator prior to his attending the meeting on 24th March 2020;
2. that the amended Volunteers and Work Placements Policy and Toolkit be approved by the Committee for implementation within the Council.

Reasons

1. To enable the Learning and Organisational Development Coordinator to respond to the Committee's concerns relating to the Volunteers and Work Placements Policy and the Apprenticeship Scheme (item 6 on the agenda).
2. To provide managers with clear guidance and an effective toolkit to ensure that people enjoy a positive and supportive experiences when working as a volunteer or on work experience within the Council

21. PREVENTION OF ILLEGAL WORKING GUIDANCE NOTES FOR MANAGERS AND EMPLOYEES

A report of the Head of Strategic Support was submitted to note the proposed amendments to the Prevention of Illegal Working Guidance Notes for Managers and Employees (item 9 on the agenda filed with these minutes).

It was noted that the current national situation relating to Brexit could affect this policy in future.

RESOLVED that the revisions to the Prevention of Illegal Working Guidance Notes for Managers and Employees by noted by the Committee.

Reason

The policy and documents amendments have been amendments have been made to take into account of key changes to right to work checks and best practice.

22. PAY POLICY STATEMENT 2020-21

A report of the Head of Strategic Support was submitted to seek Personnel Committee approval on the Council's Pay Policy Statement covering the period 1st April 2020 to 31st March 2021 (item 10 on the agenda filed with these minutes).

RESOLVED that the Pay Policy Statement for 2020/21 attached at Appendix 1 of the report, 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.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 20th January 2020 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.