

PERSONNEL COMMITTEE
13TH OCTOBER 2020

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

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

APOLOGIES: Councillor Lowe

The Chair stated that the meeting would be live streamed as a public meeting 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.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17th December 2019 was confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

3. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

4. JNCC APPOINTMENT OF COUNCILLORS 2020-21

A report of the Head of Strategic Support was submitted to appoint representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2020/21 (item 5 on the agenda filed with these minutes).

RESOLVED that Councillors Barkley, Boldrin, Morgan and Poland be appointed as representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2020/21.

Reason

To enable the operation of the Joint Negotiating and Consultative Committee in accordance with its constitution and, therefore, negotiation and consultation to take place between the Councils as an employer and its employees.

5. APPOINTMENT TO PANELS 2020-21

A report of the Head of Strategic Support was submitted to consider appointments to Panels for 2020-21, (item 6 on the agenda, filed with these minutes).

RESOLVED that Councillors Barkley, Brennan, Morgan, Poland and Shepherd be appointed for the Council year 2020-21 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's procedures.
- c) To make recommendations to Council on the appointment of dismissal of the Head of Paid Service.
- d) To make appointments to Chief Officer and Statutory posts excluding the Head of Paid Service.
- e) To undertake the Chief Executive's 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. GENDER PAY GAP INFORMATION

A report of the Head of Strategic Support was submitted to consider the Council's Gender Pay Gap report based on a snapshot date of 31st March 2019 and agree the recommendations (item 67 on the agenda, filed with these minutes).

The Senior Human Resources Advisor advised that in addition to the report submitted to the Committee, the Equalities Group had produced an Action Plan with objectives to progress closing the gender pay gap further; this included developing agile working practices, mixed gender selection panels and appointing diversity managers.

It was noted that although the enforcement of publishing the data on the GOV.UK site before 31st March each year had been suspended this year due to the Coronavirus pandemic, the Council had published its information on the website in accordance with the usual deadline. The data for 2020 was being collated for analysis and would be published within the usual timescales.

RESOLVED that the Personnel Committee note 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.

7. TRANS EQUALITY POLICY

A report of the Head of Strategic Support was submitted to consider and agree the proposed Trans Equality Policy (item 8 on the agenda, filed with these minutes).

It was noted that reasonable time off to attend transition related medical appointments would be granted in accordance with ACAS guidance and Council policies. Each request would be considered in accordance with the policy.

RESOLVED that the proposed Trans Equality Policy be agreed by the Personnel Committee.

Reason

The purpose of the policy is to provide managers and trans employees with practical information on support in the workplace.

8. MANAGERS GUIDANCE AND TOOLKIT ON MENTAL HEALTH AND SUPPORTING EMPLOYEES

A report of the Head of Strategic Support was submitted to consider the proposed new Managers Guidance and Toolkit on Mental Health and Supporting Employees, the Mindful Employer Charter and amendments that had been made to the Attendance Management Guidance document (item 9 on the agenda, filed with these minutes).

RESOLVED that the Personnel Committee agree the changes as outlined in the attached report including the proposal to sign up as a Mindful Employer.

Reason

The purpose of the Managers Guidance and Toolkit on Mental Health and Supporting Employees, and associated documents, is to provide a range of documents and information that enable managers to support employees with mental health issues and signpost to areas of support.

9. PARENTAL BEREAVEMENT LEAVE

A report of the Head of Strategic Support was submitted seeking agreement of proposed changes to the Council's Family Leave and Pay Policy and Leave Arrangements Policy in relation to parental bereavement leave (item 10 on the agenda, filed with these minutes).

It was noted that the proposed changes to the policy was formalising an arrangement the Council already had in place as part of its compassionate and bereavement leave procedure.

RESOLVED that the Personnel Committee agree the changes to Leave and Pay Policy and Leave Arrangements Policy.

Reason

It was necessary to update the documents to reflect a legislative change regarding parental bereavement leave.

10. TRAVEL SUBSISTENCE AND OTHER ALLOWANCES POLICY (BICYCLE USER)

A report of the Head of Strategic Support was submitted to agree proposed amendments to the Travel, Subsistence and Other Allowances Policy and the introduction of a Bicycle User Declaration, (item 11 on the agenda filed with these minutes).

RESOLVED that the Personnel Committee agreed the changes to the Travel, Subsistence and Other Allowances Policy and the introduction of a Bicycle User Declaration.

Reason

The purpose of the amendment to the Travel, Subsistence and Other Allowances Policy is to make clear the procedure for making claims in relation to bicycle usage for work related journeys. The introduction of a Bicycle User Declaration is to ensure that managers and employees agree and adhere to the requirement of using a bike for work related journeys.

11. JOB EVALUATION PROCEDURE

A report of the Head of Strategic Support was submitted to consider and agree the revisions to the Job Evaluation Procedure, (item 12 on the agenda filed with these minutes).

With regard to all parties required to attend a job evaluation panel being given a minimum of 5 working days' notice, which was previously set at 10 working days, it was stated that the time period could be extended. This extension could also be applied to the time period for receipt of an appeal which had been reduced from 20 working days to 7 working days (page 210 of the report). It was noted that this was not currently addressed in the policy.

RESOLVED that the proposed Job Evaluation Procedure as detailed in part B of the report be agreed by Personnel Committee with the addition of wording explaining that time periods for attending a job evaluation panel or receipt of an appeal could be extended on submission of a request to HR.

Reason

The purpose of the policy is to provide managers and employees with information on all aspects of the job evaluation process. Members considered the time periods noted in the report for attendance at a job evaluation panel and receipt of an appeal could be limiting if the employee wished to seek advice before attending or receiving the appeal.

12. GUIDANCE ON JOB SHARE ARRANGEMENTS

A report of the Head of Strategic Support was submitted to consider the revisions to the Guidance on Job Share Arrangements (item 13 on the agenda filed with these minutes).

It was noted there were approximately 7 job share arrangements within the Council at present and that employees could both job share and work part time in the same organisation. With respect to the gender pay gap analysis it was noted that the salary for job shares was not necessarily limited to lower quartile paid roles. In some cases employees were taking flexible retirement when at a higher paid quartile.

RESOLVED that the proposed Guidance on Job Share Arrangements be agreed by the Personnel Committee.

Reason

The purpose of the policy is to provide managers and employees with information and a process relating to job share.

13. SECONDMENT POLICY AND PROCEDURE

A report of the Head of Strategic Support was submitted to consider and agree the revisions to the Secondment Policy and Procedure (item 14 on the agenda, filed with these minutes).

RESOLVED that the proposed Secondment Policy and Procedure be agreed by the Personnel Committee.

Reason

The purpose of the policy is to provide managers with practical information on secondments and measures to be implemented within the workplace.

14. FIXED TERM CONTRACTS GUIDANCE

A report of the Head of Strategic Support was submitted to consider and agree the revisions to the Fixed Term Contracts Guidance and the introduction of the Fixed Term Contracts Guidance for Human Resources (item 15 on the agenda filed with these minutes).

RESOLVED that the proposed Fixed Term Guidance be agreed by the Personnel Committee.

Reason

The purpose of the policy is to provide managers with practical information on fixed term contracts and measures to be implemented within the workplace.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 9th November 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.