

**PERSONNEL COMMITTEE
12TH JUNE 2018**

PRESENT: The Chair (Councillor Barkley)
Councillors Draycott, Morgan, Poland, Shepherd, and Snartt

Strategic Director of Corporate Services
CBC HR Manager - Strategy (GB)
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.

1. MINUTES

The minutes of the meeting of the Committee held on 17th October 2017 were confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

In response to an enquiry the Strategic Director of Corporate Services advised members that although Charnwood Borough Council contracted its human resources services from the County Council, Councillors were not required to declare being a County Councillor as the policies to be decided at this meeting were Borough Council policies.

3. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

4. JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE (JNCC) – APPOINTMENT OF COUNCILLORS 2018 - 19

A report of the Head of Strategic Support was submitted to appoint councillor representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2018/19 (item 5 on the agenda filed with these minutes).

RESOLVED that that Councillors Barkley, Draycott, Morgan and Poland be appointed as representatives on the Joint Negotiating and Consultative Committee for 2018/19.

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 Council as an employer and its employees.

5. APPOINTMENTS TO PANELS 2018 - 19

A report of the Head of Strategic Support was submitted to consider appointments to Panels for 2018/19 (item 6 on the agenda filed with these minutes).

RESOLVED

1. that a Panel comprising Councillors Barkley, Draycott, Morgan, Poland and Snartt be appointed for the Council year 2018/19 in respect of the following:
 - (i) to undertake the Chief Executive's Performance and Development Review;
 - (ii) to make appointments to Chief Officer and Statutory Officer posts, excluding the Head of Paid Service, if any;
 - (iii) to make recommendations to Council on the appointment of the Head of Paid Service, if necessary;
 - (iv) to determine appeals by a Chief Officer or Deputy Chief Officer against dismissal, if any.
2. that it be clarified to the Committee whether all five members appointed to the Panel are required to be present to undertake the tasks identified in points (i) to (iv).

Reasons

1. 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 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.
 2. Members noted that some of the members appointed to the Panel for 2017/18 had not been involved in the tasks identified in points (i) to (iv) and wished to understand whether all five members were required to participate in Panel meetings.
6. DISCIPLINARY POLICY AND PROCEDURE FOR JNC GRADE AND ABOVE, AND DISCIPLINARY GUIDANCE

A report of the Head of Strategic Support was submitted to obtain approval of the Committee to implement a Disciplinary Policy and Procedure (JNC Grade and Above) and a revised Disciplinary Guidance document (item 7 on the agenda filed with these minutes).

In response to questions from the Committee, the Strategic Director of Corporate Services and the CBC HR Manager explained that if an Independent Person was required, the list supplied by the Monitoring Officer could be consulted or, if particular expertise was required, a person could be identified by Human Resources. If members of the Personnel Committee were required to participate in a Stage 3 Panel hearing, training in hearing processes would be provided prior to the meeting.

RESOLVED that the implementation of a Disciplinary Policy and Procedure (JNC Grade and Above) and a revised Disciplinary Guidance document be agreed, subject to the inclusion of a flowchart of the process in the Guidance Document.

Reason

The Committee were satisfied that the documents outlined the process in relation to disciplinary issues for officers at JNC Grade and above and the additional process in relation to the Council's 3 Statutory Officers (Chief Executive, Strategic Director of Corporate Services and Head of Strategic Support) but considered the procedure to be unclear and that the inclusion of a flowchart of the process would be beneficial.

7. GENDER PAY GAP

A report of the Head of Strategic Support was submitted to note the Council's Gender Pay Gap report based on the snapshot date of 31st March 2017 (item 8 on the agenda filed with these minutes).

RESOLVED

1. that the details of the Gender Pay Gap report is noted;
2. that additional information with respect to the apprenticeship scheme including the number of apprentices, the Services they are apprenticed to, their genders and how gender pay issues may be impacting the scheme, be submitted to the Committee in a timely manner after the information has been presented to the Senior Management Team.

Reasons

1. 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 and Members were satisfied with the information provided.
2. The Committee wished to receive an update regarding the apprenticeship scheme and understand if gender pay issues were impacting the recruitment and retention of apprentices. This information was currently being drafted to be presented to the Senior Management Team and would be submitted to the Committee for their consideration at a later meeting.

Notes:

1. No reference may be made to these minutes at the Council meeting on 3th September 2018 unless notice to that effect is given to the Head of Strategic Support by five members of the Council by noon on the fifth working day following the publication of the minutes.
2. These minutes are subject to confirmation as a correct record of the Committee's decisions at the next meeting of the Committee.