



Worcester
CITY COUNCIL

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

AGENDA

Date: Wednesday, 27th February, 2019

Time: 7.00 pm

Venue: Guildhall

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

Information for Members of the Public

Access to the Guildhall is via the front entrance in the High Street. The nearest car park is Copenhagen Street (pay and display). If you are a wheelchair user or have restricted mobility, access to the Guildhall can be gained either through the door on the right side of the forecourt as you face the Guildhall, or through the sliding doors at the rear of the Guildhall. There is dedicated disabled parking space at the rear (access via Copenhagen Street). Most meetings are held on the ground floor, which can be reached by using a lift. If you are a wheelchair user or have restricted mobility and you wish to attend a meeting, please telephone or email the officer mentioned below in advance and we will make any necessary arrangements to assist your visit.

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this part of the Agenda as well as background documents used in the preparation of these reports. Details of the background papers appear at the foot of each report. Part II of the Agenda (if applicable) deals with items of 'Exempt Information' for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Please note that this is a public meeting and members of the public and press are permitted to report on the proceedings. "Reporting" includes filming, photographing, making an audio recording and providing commentary on proceedings. Any communicative method can be used to report on the proceedings, including the internet, to publish, post or share the proceedings. Accordingly, the attendance of members of the public at this meeting may be recorded and broadcast. By choosing to attend this public meeting you are deemed to have given your consent to being filmed or recorded and for any footage to be broadcast or published.

Please note the Council audio records and live streams many of its meetings. These recordings are published on the relevant meeting pages of the Council's website. A notice to this effect will be posted in the meeting room. If a member of the public chooses to speak at a meeting of the City Council he/she will be deemed to have given their consent to being recorded and audio being published live to the Council's website. The Chairman of the meeting, can at their discretion, terminate or suspend recording, if in their opinion, continuing to do so would prejudice the proceedings of the meeting or if they consider that continued recording might infringe the rights of any individual, or breach any statutory provision.

At the start of the meeting under the item 'Public Participation' up to fifteen minutes in total is allowed for members of the public to present a petition, ask a question or comment on any matter on the Agenda. **Participants need to indicate that they wish to speak by 4.30 p.m. on the last working day before the meeting by writing, telephoning or E-Mailing the officer mentioned below.**

If you have any general enquires or queries about this Agenda or require any details of background papers, further documents or information, or to discuss arrangements for the taking of photographs, film, video or sound recording, please contact the Lead Officer, **Julian Pugh, Democratic Services Administrator, Guildhall, Worcester WR1 2EY. Telephone: 01905 722027 (direct line); E-Mail Address: committeeadministration@worcester.gov.uk.**

This agenda can be made available in large print, braille, on PC disk, tape or in a number of ethnic minority languages. Please contact the above named officer for further information.

Agendas and minutes relating to all City Council Committees and Council Meetings are also available electronically, click on the option "Committee Minutes and Documents", Website Address: worcester.gov.uk

Personnel and General Purposes Sub-Committee
Wednesday, 27 February 2019

Members of the Sub-Committee:-

Chairman: Councillor Louis Stephen (G)

Vice-Chairman: Councillor Marc Bayliss (C) and Councillor Adrian Gregson (L)

Councillor Roger Berry (LCo)

Councillor Mrs. Lucy Hodgson (C)

Councillor Chris Mitchell (C)

Councillor Joy Squires (L)

C= Conservative

G = Green

L = Labour

LCo = Labour and Co-Operative

AGENDA

Part 1

(ITEMS FOR DISCUSSION AND DECISION IN PUBLIC)

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| 1. Appointment of Substitutes | To receive details of any Members appointed to attend the meeting instead of a Member of the Sub-Committee. |
| 2. Declarations of Interest | To receive any declarations of interest. |
| 3. Public Participation | Up to a total of fifteen minutes can be allowed, each speaker being allocated a maximum of five minutes, for members of the public to present a petition, ask a question or comment on any matter on the Agenda or within the remit of the Sub-Committee. |
| 4. Minutes
Page(s): 1 - 6 | Of the meeting held on 12 th December 2018 to be approved and signed. |
| 5. Health & Safety Policy -
Nomination of Lead Member for
Health and Safety
Page(s): 7 - 44
Ward(s): All Wards
Contact Officer: Kevin Moore,
Head of Property
and Asset
Management
Tel: 01905
722251 | That the Sub-Committee agrees on the nomination of a Lead Member for Health and Safety to be appointed at the Annual Council meeting in May 2019. |

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| <p>6. Purchase of Additional Annual Leave
 Page(s): 45 - 50
 Ward(s): All Wards
 Contact Officer: Mark Edwards,
 Head of People
 Services
 Tel: 01905
 722042</p> | <p>That the Sub-Committee approves the Purchase of Additional Leave Policy.</p> |
| <p>7. Sickness Absence Management Policy
 Page(s): 51 - 66
 Ward(s): All Wards
 Contact Officer: Mark Edwards,
 Head of People
 Services
 Tel: 01905
 722042</p> | <p>That this revised Sickness Absence Management Policy is approved by this Sub-Committee.</p> |
| <p>8. Review of Decision Making on Voluntary Redundancies
 Page(s): 67 - 68
 Ward(s): All Wards
 Contact Officer: Mark Edwards,
 Head of People
 Services
 Tel: 01905
 722042</p> | <p>That the Sub-Committee agrees to the proposed changes to the Council's policy on voluntary redundancy decision making.</p> |
| <p>9. Annual Safeguarding Update
 Page(s): 69 - 84
 Ward(s): All Wards
 Contact Officer: Mark Edwards,
 Head of People
 Services
 Tel: 01905
 722042</p> | <p>That the Sub-Committee notes the Council progress and current position with regard to our safeguarding responsibilities.</p> |
| <p>10. Any Other Business</p> | <p>Which in the opinion of the Chairman is of sufficient urgency as to warrant consideration.</p> |