

## **PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE**

**27th February 2019**

**Present:** Councillor Louis Stephen in the Chair

Councillors Bayliss (Vice-Chairman), Berry, Gregson (Vice-Chairman), Mrs L. Hodgson, Mitchell and J. Squires

**Officers:** David Blake, Managing Director  
Shane Flynn, Corporate Director – Finance and Resources  
Mark Edwards, Head of People Services  
Kevin Moore, Head of Property and Asset Management

### **65 Appointment of Substitutes**

None.

### **66 Declarations of Interest**

None.

### **67 Public Participation**

None.

### **68 Minutes**

**RESOLVED: That the minutes of the meeting held on 12<sup>th</sup> December 2018 be approved as a correct record and signed by the Chairman.**

### **69 Health & Safety Policy - Nomination of Lead Member for Health and Safety**

At the last meeting, the Sub-Committee agreed the adoption of an updated Health and Safety Policy. The Sub-Committee deferred the nomination of a Lead Member on Health and Safety until the next meeting

The Corporate Director – Finance and Resources summarised the main requirements of the role.

In the ensuing discussion, Members expressed support for the role being undertaken by the Chair a Committee. It was proposed and seconded that the Chair of this Sub-Committee be nominated to fulfil the role.

Officers advised that training for Members would be reviewed as part of the forthcoming review of the Committee system.

**RESOLVED: That the Sub-Committee agree to recommend to Council that the Chair of Personnel and General Purposes Sub-Committee be appointed as Lead Member for Health and Safety, to be appointed at the Annual Council meeting in May 2019.**

**70 Purchase of Additional Annual Leave**

The Sub-Committee considered a proposal for a Purchase of Additional Annual Leave Policy. The Head of People Services presented the report and explained that the ability to buy additional annual leave each year was identified by employees as an attractive option at the first round of staff conferences in 2018. The proposed Policy had been designed to allow employees to purchase up to 5 additional days' leave in each leave year. If approved, the Policy would come into effect from 1 April 2019.

**RESOLVED: That the Sub-Committee approve the Purchase of Additional Leave Policy.**

**71 Sickness Absence Management Policy**

The Head of People Services reported that a review of this Policy had revealed that it did not explicitly acknowledge a role for Disability Leave. This is a form of reasonable adjustment that recognises that some disabled employees may need to attend out patient type appointments and that these should not be treated as sickness absences. The Policy had therefore been amended to incorporate this provision.

**RESOLVED: That the Sub-Committee approve the revised Sickness Absence Management Policy.**

**72 Review of Decision Making on Voluntary Redundancies**

The Sub-Committee had previously expressed some concern about the lack of Member involvement in decisions on voluntary redundancies. The Head of People Services explained that Officers had therefore reviewed the existing process.

It was recognised that some voluntary redundancies represented a significant financial outlay which may have a wider bearing on the Council's finances. It was appropriate therefore for Members to have a clearer oversight of the implementation of this policy. In addition it was understood that the government intends to implement the anticipated public sector exit payments cap regulations in the autumn of this year and that the cap is likely to be set at £95,000.

It was therefore proposed that prior to the publication of those regulations any voluntary redundancy with total exit costs of more than £95,000 should be referred to this Sub-Committee for approval. All other voluntary redundancies will remain as Officer decisions, but will be reported to this Sub-Committee.

A further report would be brought to the Sub-Committee when the full details and implementation date for the exit cap are known.

**RESOLVED: That the Sub-Committee agree the proposed changes to the Council's Policy on Voluntary Redundancy Decision Making.**

**73 Annual Safeguarding Update**

The Head of People Services presented an annual update on the Council's position on safeguarding. He highlighted the main points and Officers answered questions from Sub-Committee Members.

In the ensuing discussion, reference was made to the position of Lead Member for Safeguarding. The Managing Director advised that the position on Lead Members and the roles of Member Champions would be incorporated in the forthcoming review of the Committee System.

**RESOLVED: That the Sub-Committee note the Council's progress and current position with regard to its safeguarding responsibilities.**

**74 Any Other Business**

None.

**Duration of the meeting: 7.00p.m. – 7.35p.m.**

Chairman at the meeting on  
17th July 2019