

PERSONNEL COMMITTEE**16 January 2017****Attendance:**

Councillors:

Read (Chairman) (P)

Achwal (P)
Berry (P)
Brook (P)Clear (P)
Cook (P)
Cutler (P)**Others in attendance who addressed the meeting:**

Councillor Byrnes (Portfolio Holder for Transport and Professional Services)

1. MINUTES

RESOLVED:

That the minutes of the previous meeting of the Committee held on 26 September 2016 be approved and adopted.

2. CHAIRMAN'S ANNOUNCEMENT

The Chairman welcomed to the meeting the Council's new Chief Executive, Laura Taylor.

The Chairman stated that he had been consulted by the Assistant Director (Organisational & Service Development) and had given his consent for Report CAB2875 to be submitted directly to Cabinet on 7 December 2016 without referral to the Personnel Committee. The Report proposed a number of minor alterations to the structure of teams which would enable the Council to continue with or improve delivery in important functional areas. The net effect of the proposed changes was such that additional funding was required only to replace external funding being withdrawn in the case of two posts and no increase in establishment was required. The changes would now be reflected in the Staff Establishment chart.

3. ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING – QUARTER 2 2016/17

(Report PER295 refers)

In answer to a Member's question the Assistant Director (Organisational & Service Development) highlighted the measures that were taken to support cases of sickness by the absence reason of stress/depression, both personal and work related. These measures included early intervention and referrals, the early involvement of Occupational Health, working in confidence with Line Managers and providing access to counselling services.

RESOLVED:

1. That the Quarter 2 figures 2016/17 for Organisational Development be noted.

2. That no items of significance be drawn to the attention of the Portfolio Holder or Cabinet arising from the Performance Information.

4. **EMPLOYEE CODE OF CONDUCT**

(Report PER296 refers)

In reply to a Member's question, the Assistant Director (Organisational & Service Development) stated that the Code of Conduct would be reviewed again in two years time.

RECOMMENDED:

THAT, SUBJECT TO NO MATERIAL OBJECTIONS BEING RAISED BY UNISON, THE EMPLOYEE CODE OF CONDUCT SET OUT AT APPENDIX 1 BE AGREED AND IMPLEMENTED.

5. **RESOLVING WORKPLACE ISSUES POLICY**

(Report PER297 refers)

In reply to a Member's question, the Assistant Director (Organisational & Service Development) explained how the Policy would be cascaded to staff within the Council. Methods included discussion at the Senior Management Team meeting, in the Core Brief, the use of the staff newsletter 'City Voice' and through Team Briefings, which could be attended by staff from the Human Resources Team as required.

RESOLVED:

That the Resolving Workplace Issues Policy as set out at Appendix 1 be agreed and implemented.

6. **OFFICER EMPLOYMENT PROCEDURE RULES**

(Report PER298 refers)

In reply to a Member's question, the Assistant Director (Organisational & Service Development) stated that training would be provided to Personnel Committee members if the Committee was required in the future to undertake its role in the disciplinary and dismissal procedure for statutory officers.

RECOMMENDED:

THAT THE ADDITIONS TO THE OFFICER EMPLOYMENT PROCEDURE RULES AS SET OUT IN APPENDIX 1 AND APPENDIX 2 OF THIS PAPER BE ADOPTED.

The meeting commenced at 6.30pm and concluded at 6.55pm.