

**PERSONNEL COMMITTEE**

**25 January 2018**

Attendance:

Councillors:

Read (Chairman) (P)

Achwal (P)  
Berry (P)  
Bentote (P)

Cook (P)  
Cutler (P)  
Pearson (P)

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Professional Services).  
Councillor Porter.

Others in attendance who did not address the meeting:

Councillor Gemmell.

---

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE REMAINDER OF THE 2017/18 MUNICIPAL YEAR**

RESOLVED:

That Councillor Pearson be appointed Vice Chairman of the Committee for the remainder of the 2017/18 Municipal Year.

2. **MINUTES**

Arising out of consideration of the minutes, the Interim Head of HR stated that following the introduction of exit interviews for all staff leaving the Council after 1 January 2018, information on trends would be collated and be reported to the Committee's next meeting.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 23 November 2017 be approved and adopted.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed to the meeting Councillor Porter, who was present to speak in support of her Notice of Motion regarding a safer recruiting Council.

4. **CONSIDERATION OF MOTION: SAFER RECRUITING COUNCIL**  
(Report PER307 refers)

Personnel Committee noted that at the meeting of full Council on 11 October 2017, Councillor Porter proposed the following Notice of Motion:

*“In order to protect the public, and show our strong commitment to our staff, this council will become a 'safer recruiting council'. Becoming a 'Safer Recruiting' Council brings about a new culture of Good Practice. All job advertisements will advertise this fact, and that DBS checks may be undertaken if staff or any person who is paid by Winchester City Council are in continued contact with members of the public. This means that staff and councillors who are working closely with the public on very personal matters will be fully informed of the safeguarding issues of which they should be aware and DBS checks will be carried out at the start of every councillor's term of office.”*

This Notice of Motion was referred to Personnel Committee for further investigation and to report back to Council and the Report provided information and a suggested response.

At the invitation of the Chairman, Councillor Porter addressed the Committee. In summary, she stated that it would be of value to the authority if potential employees were told that they would be subject to Disclosure and Barring Service checks when applying to work for the authority and that Councillors should also be trained in basic safeguarding. It would also be of benefit if Councillors' identity cards included safeguarding numbers to call when they had concerns.

The Interim Head of HR explained the Council's approach to safeguarding and stated that he had met with Councillor Porter to discuss this issue and would continue dialogue to progress the matter.

Councillor Godfrey commented that there was already safeguarding training for all frontline staff and that safeguarding could also be part of Member training. There were also risk assessments for those officers who make regular home visits.

Following debate, the Committee agreed to add a further recommendation that safeguarding training be provided for all Councillors.

**RECOMMENDED:**

**THAT MEMBERS NOTE PERSONNEL COMMITTEE'S  
RESPONSE TO THE NOTICE OF MOTION AS OUTLINED BELOW.**

## RESOLVED:

1. That the Council's recruitment processes be noted and acknowledged as meeting the requirements of a 'Safer Recruiting' Council in respect of Disclosure and Barring Service checks for relevant staff.

2. That Members note that there is no statutory provision for the Council to undertake criminal records checks for elected members through the Disclosure and Barring Service.

3. That safeguarding training be provided to all Councillors.

5. **MANAGING WORKFORCE CHANGE POLICY**

(Report PER308 refers)

Councillor Godfrey commented that amongst other benefits, the proposal would reduce the number of HR policies operated by the Council.

Following debate, the Committee agreed the following minor amendments to the policy:

Page 10 – Under the heading of Consultation and Engagement – delete the word ideally from the following sentence: ~~Ideally~~, consultation should not exceed the statutory timescales.

Page 11 – To clarify that the period of redeployment and its support to find a new job is not redeployment within the authority.

Page 12 – To clarify that the “salary protection for a period of two years” does not apply to redeployment within the authority

Page 13 – To add further clarification to the term: “the right to be accompanied” in both informal and formal reviews.

Page 14 – To clarify what is the “multiplier” (the Interim Head of HR stated that it was contracted weekly pay).

It was also agreed to delegate authority to the Interim Head of HR in consultation with the Chairman to make minor scripting amendments to the policy to reflect the amendments made above.

## RESOLVED:

1. That the Managing Workforce Change Policy be approved and adopted.

2. That the Interim Head of HR be authorised to make updates to the document in light of legislative changes or good practice updates.

3. That authority be delegated to the Interim Head of HR in consultation with the Chairman to make minor scripting amendments to the policy.

6. **PAY POLICY STATEMENT 2017/18**

(Report PER309 refers)

In answer to a Member's questions, Councillor Godfrey stated that over the period of the last three years the Council had been encouraging all contractors engaged by the City Council to provide the living wage.

The Interim Head of HR stated that he would report to Councillor Pearson as to whether part time staff obtained a minimum income under Universal Credit.

Following debate, the Committee agreed the following minor amendments to the Statement:

Page 6 – Paragraph 2.2 – delete the words “in/enhancements”. The sentence now to read: “**Pay**” in addition to salary will also include charges, fees, allowances, benefits in kind, increases ~~in/enhancements~~ to pension entitlements, and termination payments”.

Page 7 – Paragraph 2.5 to be deleted.

Page 11 – Paragraph 4.8.3 to include improved clarification on the use of car parks for staff use.

Page 13 – Paragraph 6.5.1 – to be amended so that the approach on the redeployment of officers was consistent with the other HR policies.

It was also agreed to delegate authority to the Interim Head of HR in consultation with the Chairman to make minor scripting amendments to the Statement to reflect the amendments made above.

**RECOMMENDED:**

**THAT SUBJECT TO THE COMMENTS MADE BY THE PERSONNEL COMMITTEE, THE PAY POLICY STATEMENT 2017/2018 BE ADOPTED**

**RESOLVED:**

1. That subject to the amendments outlined above, the Pay Policy Statement 2017/18 be recommended to Council for adoption.

2. That authority be delegated to the Interim Head of HR in consultation with the Chairman to make minor scripting amendments to the Statement.

7. **EXEMPT BUSINESS**

RESOLVED:

1. That in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2. That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
##	Organisational Development Employee Strategy Phase 1	) Information relating to a particular individual. (Para 1 to Schedule 12A refers). )

8. **ORGANISATIONAL DEVELOPMENT: EMPLOYEE STRATEGY IMPLEMENTATION – PHASE 1**

(Report PER310 refers)

The Committee referred to a Report that set out organisational development employee strategy proposals (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 8:10pm.