

## Minutes of Personnel Committee

Meeting Date: Wednesday, 19 October 2016 starting at 6.30pm  
Present: Councillor D Taylor (Chairman)

Councillors:

P Ainsworth  
S Brunskill  
P Dowson  
G Geldard

In attendance: Chief Executive, Head of HR, HR Officer x 2.

### 308 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R J Elms, S Hore, A Knox and D T Smith.

### 309 MINUTES

The minutes of the meeting held on 31 August 2016 were approved as a correct record and signed by the Chairman.

### 310 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no pecuniary or non-pecuniary declarations of interest.

### 311 PUBLIC PARTICIPATION

There was no public participation.

### 312 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 313 MATERNITY POLICIES

The HR Officer guided Members through updates to the Council's Maternity, Paternity, Adoption and Parental Leave Policies. It was noted that a minor change would be made to the Adoption Policy to reflect current legislation in relation to the qualifying period for adoption leave. Members were briefed on the new Shared Parental Leave Policy and the implications for parents and the authority.

RESOLVED: That Committee:

1. approve the update of the Maternity, Paternity and Adoption Policy as detailed in the reports subject to minor amendments in relation to the qualifying period for adoption leave;

2. approve the update of the Parental Leave Policy; and
3. approve and adopt the Shared Parental Leave Policy.

314 EQUALITIES ACT 2010 – WORKFORCE DATA

The Head of HR updated Members on workforce data to be published in compliance with the Equality Act 2010. She reminded Members that this was part of the public sector equality duty, which made it unlawful to discriminate against an individual because of any of the nine protected characteristics. Members were guided through the analysis and it was noted that the authority had a duty to publish the data on the website.

RESOLVED: That the report be noted.

315 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business by exempt information under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

316 APPOINTMENTS AND RESIGNATIONS

The HR Officer informed Members of appointments and resignations that had taken place since the last meeting via her written report. She explained some of the recent staff movements and minor changes to the establishment.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT as outlined in the report; and
2. approve the establishment changes as detailed in section 4 of the report.

317 MEMBER AND STAFF TRAINING

The HR Officer reported details of training courses approved since the last meeting. Members were updated on qualification training currently taking place within the authority and the procedures for reimbursement of fees should an employee leave the authority shortly after completion of their qualification.

RESOLVED: That the report be noted.

The meeting closed at 6.52pm.

If you have any queries on these minutes please contact Marshal Scott (414400).