

# Agenda

## **Appointments and Conditions of Service Committee**

Date: **Wednesday 29 June 2022**

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Time: **10.00 am**

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Place: **Council Chamber**

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For any further information please contact:

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# Appointments and Conditions of Service Committee

## Membership

<b>Chair</b>	Councillor John Clarke
<b>Vice-Chair</b>	Councillor Michael Payne
	Councillor Michael Adams
	Councillor Sandra Barnes
	Councillor Bob Collis
	Councillor Marje Paling
	Councillor Sam Smith

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## AGENDA

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- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 16 March 2022.** 5 - 6
- 3 **Declaration of Interests.**
- 4 **Report to committees for changes to officer delegations** 7 - 10  
Report of the Democratic Services Manager.
- 5 **Any other item which the Chair considers urgent.**
- 6 **Exclusion of Press and Public**  
To move that under Section 100(a)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12a of the Local Government Act 1972.
- 7 **Fostering-friendly Policy - Consultation Commencement** 11 - 16  
Report of the Head of HR, Performance and Service Planning.
- 8 **Review of Absence Management Policies - Consultation Closure** 17 - 71  
Report of the Head of HR, Performance and Service Planning.
- 9 **Review of Overtime Payments around Bank Holidays- Consultation Commencement** 73 - 82  
Report of the Head of HR, Performance and Service Planning.
- 10 **Review of Stand-by Payments - Consultation Commencement** 83 - 86  
Report of the Head of HR, Performance and Service Planning.

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## **MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 16 March 2022**

Councillor John Clarke (Chair)

Councillor Michael Adams  
Councillor Sandra Barnes

Councillor Bob Collis  
Councillor Marje Paling

Absent: Councillor Michael Payne and Councillor Sam Smith

Officers in Attendance: D Archer and B Hopewell

### **19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillors Payne and Smith.

### **20 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 14 DECEMBER 2021.**

#### **RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

### **21 DECLARATION OF INTERESTS.**

None.

### **22 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

### **23 EXCLUSION OF PRESS AND PUBLIC**

#### **RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972.

### **24 REVIEW OF ABSENCE AND ATTENDANCE POLICIES**

The Head of HR, Performance and Service Development introduced a report, which had been circulated in advance of the meeting, seeking authority to begin consultation with trade unions on proposed revisions to the Attendance Management Policy and the Absence Management Procedure to progress the adoption of these revised policies through the relevant committees of the council.

**RESOLVED to:**

- 1) Support the draft revised Attendance Management Policy and endorse the commencement of the consultation and implementation process as described in the report.
- 2) Support the draft revised Absence Management Procedure and endorse the commencement of the consultation and implementation process as described in the report.

The meeting finished at 10.20 am

Signed by Chair:  
Date:



## **Report to Appointments & Conditions of Service Committee**

**Subject:** Changes to the delegation scheme following the adoption of the new constitution

**Date:** 29 June 2022

**Author:** Democratic Services Manager

### **Purpose**

To seek approval to amend all current delegations previously approved by Appointments & Conditions of Service Committee following the adoption of the new constitution.

### **Recommendations**

#### **THAT:**

- 1) The officer delegations at Appendix 1 be approved;
- 2) The Monitoring Officer be authorised to make any other necessary administrative amendments to reflect the change to the constitution.

## **1 Background**

- 1.1 On 3 March 2022 full council agreed the adoption of a newly re-written constitution taking effect from 4 March 2022. The new constitution was a result of several meetings of a cross party working group along with officers who came together to review the effectiveness of the constitution.
- 1.2 As part of the review of the constitution, a review of the schemes of delegation was conducted; which have now been updated to reflect the correct management arrangements and delegations. It should be noted that there are no new delegation in relation to the Appointments & Conditions of Service Committee - the current list is appended to the report.

## **2 Proposal**

It is proposed that the officer delegations set out in Appendix 1 be approved.

### **3 Alternative Options**

Not to approve the delegations but this will lead to lack of clarity about which Officer has the power to act, and in respect of the new delegation may hinder the administrative process of recruitment and overburden Committee.

### **4 Financial Implications**

None arising from this report.

### **5 Legal Implications**

5.1 Officer delegations in respect of non-executive functions are made under the powers contained in Section 101 of the Local Government Act 1972 (as amended) and with reference to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).

5.2 If the officer delegation scheme is not updated it will lead to lack of clarity over who can make decisions, which could in turn lead to risk of legal challenge.

### **6 Equalities Implications**

There are no equalities implications arising from this report.

### **7 Carbon Reduction/Environmental Sustainability Implications**

There are no carbon reduction/environmental sustainability implications arising from this report.

### **8 Appendices**

Appendix 1 – Non-Executive scheme of delegations to officers

### **9 Background Papers**

None.

#### **Statutory Officer approval**

**Approved by:**

**Date:**

**On behalf of the Chief Financial Officer**

**Approved by:**

**Date:**

**On behalf of the Monitoring Officer**

## Gedling Borough Council Constitution

<b>Staffing Matters</b>			
<b>Ref No.</b>	<b>Function</b>	<b>Authorised Officer</b>	<b>Consultation/ Limitation</b>
ACS1	The Head of Paid Service, derives the following powers from statute:  a) the manner in which the discharge by the authority of their different functions is co-ordinated; b) the number of grades of staff required by the authority for the discharge of their function; c) the organisation of the authority's staff; and d) the appointment, dismissal and proper management of the authority's staff, other than in relation to Chief Officers.	Head of Paid Service	
ACS2	Implementation of Circulars on national wage and salary awards and other alterations in conditions of service.	Chief Executive	
ACS3	Authority to approve unpaid leave in excess of 13 weeks.	Chief Executive	
ACS4	Designation of posts attracting car user allowance and eligibility for car loans.	Chief Executive	
ACS5	Authority, to give approval to the payment of first class rail fare to Members and Officers in appropriate circumstances.	Chief Executive	
ACS6	Authority to make agreements with other local authorities for the placing of staff at the disposal of those other authorities.	Chief Executive	
ACS7	Authority to approve honoraria within the terms of the National and Local Schemes	Director	In accordance with the Council's Policy  In consultation with the Director responsible for Personnel.
ACS8	Approval of leave of absence for volunteer members of non-regular forces.	Director	
ACS9	Authority to appoint to established posts.	Director	Following consultation with the Director responsible for Personnel.

## Gedling Borough Council Constitution

<b>Staffing Matters</b>			
<b>Ref No.</b>	<b>Function</b>	<b>Authorised Officer</b>	<b>Consultation/ Limitation</b>
ACS10	Authority to approve unpaid leave of up to 13 weeks duration.	Director	
ACS11	Authority to create a temporary post	Director	Provided that this can be accommodated within existing budgets  In consultation with the Director responsible for Personnel.
ACS12	Authority to allow carry over leave beyond the permitted 5 days and additional paid or unpaid compassionate leave	Director	Following consultation with the Director responsible for Personnel.
ACS13	To authorise payment of occasional user car allowance.	Director	
ACS14	Approval of post entry training grants and attendance at training courses in accordance with the Council's policies.	Director	
ACS15	Authority to allow an appropriate amount of time away from work for family care which can be worked back over a reasonable length of time, the decision to allow time off to take into account both the business needs of the Authority and the individual's personal circumstances.	Director	
ACS16	Authority to make minor adjustments to job descriptions, where they do not involve changes to grade or service conditions and do not give rise to any financial implications.	Director	In consultation with the Director responsible for Personnel
ACS17	Authority to approve applications for a car purchase loan or a contract hire car within the approved scheme.	Director	

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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