

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Wednesday 7 September 2016

Councillor Michael Payne (Chair)

Councillor Michael Adams
Councillor Bob Collis
Councillor Kevin Doyle

Councillor Marje Paling
Councillor Colin Powell

Apologies for absence: Councillor John Clarke and Councillor Chris Barnfather

Officers in Attendance: D Archer and A Dubberley

60 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Barnfather and Clarke. Councillor Doyle attended as substitute.

61 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 28 APRIL 2016.

RESOLVED:

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

62 DECLARATION OF INTERESTS.

None received.

63 ESTABLISHMENT OF AN APPRENTICESHIP TRAINING GRADE

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, proposing the establishment of an apprenticeship training grade. He explained that the report had been presented to the Joint Consultative and Safety Committee who were supportive of the proposals in the report.

RESOLVED:

To adopt a local training grade for apprentices.

64 SHARED PARENTAL LEAVE POLICY

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, proposing the introduction of a policy to enable shared parental leave to be taken by staff. He explained that the report had been presented to the Joint Consultative and Safety Committee who were supportive of the proposals and that the proposals were largely made to reflect recent legislative changes.

RESOLVED:

To introduce a policy, with immediate effect, for Shared Parental Leave.

65 VOLUNTEERING POLICY

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, recommending the approval of a revised volunteering policy. He explained that the report had been presented to the Joint Consultative and Safety Committee who were supportive of the proposals.

RESOLVED:

To approve the revised policy statement on Volunteering.

66 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None

The meeting finished at 10.30 am

Signed by Chair:

Date: