

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Friday 15 September 2017

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Michael Adams
Councillor Bob Collis

Councillor Marje Paling
Councillor Colin Powell

Apologies for absence: Councillor Chris Barnfather

Officers in Attendance: D Archer and A Dubberley

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Barnfather

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 28 MARCH 2017.

RESOLVED:

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

3 DECLARATION OF INTERESTS.

None.

4 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

5 EXCLUSION OF THE 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 Paragraphs 1 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

REVIEW OF ABSENCE MANAGEMENT POLICY AND PROCEDURE

The Service Manager Organisational Development presented a report, which had been circulated prior to the meeting, reporting feedback from the Joint Consultative and Safety Committee following the formal consultation exercises that took place at the meetings on 15 May and 29 August 2017 in order to inform the decisions of this committee in respect to implementation of the change to policy.

RESOLVED to:

- 1) Vary Council policy relating to the management of sickness absence and attendance as described in sections 3.3.1 through to 3.3.13 of the report and shown at Appendix 1 to the report;
- 2) Confirm the implementation arrangements described in section 3 of the report including the proposed implementation date of 1 January 2018; and
- 3) Note the other proposals made in the report that are not the subject of policy change:
 - a) Senior management intervention for complex case management [Section 3.1]
 - b) Updating of employee information relating to attendance performance [Section 3.2]
 - c) Review of standard letter templates used by managers (Appendix 2) [Section 3.4]
 - d) In around one year, to report back to the JCSC to identify any impact of policy change. [Section 3.5].

The meeting finished at 10.50 am

Signed by Chair:
Date: