

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Wednesday 29 June 2022

Councillor Michael Payne
Councillor David Ellis
Councillor Michael Adams
Councillor Sandra Barnes

Councillor Bob Collis
Councillor Marje Paling
Councillor Sam Smith

Absent: Councillor John Clarke

Officers in Attendance: D Archer and B Hopewell

25 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Clarke, Councillor David Ellis attended as substitute.

26 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 16 MARCH 2022.

RESOLVED:

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

27 DECLARATION OF INTERESTS.

None.

28 REPORT TO COMMITTEES FOR CHANGES TO OFFICER DELEGATIONS

Consideration was given to a report of the Democratic Services Manager, which was circulated in advance of the meeting, seeking approval to amend all current delegations previously approved by the Appointments & Conditions of Service Committee following adoption of the new constitution.

RESOLVED to:

- 1) Approve the officer delegations at appendix 1 to the report; and
- 2) Authorise the Monitoring Officer to make any other necessary administrative amendments to reflect the change to the constitution.

29 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

30 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 reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972.

31 FOSTERING-FRIENDLY POLICY - CONSULTATION COMMENCEMENT

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, seeking authority to begin consultation with trade unions on the creation of a new 'Fostering-friendly Policy'.

RESOLVED to:

Accept the draft report and endorse the commencement of the consultation and implementation process as described in the report.

32 REVIEW OF ABSENCE MANAGEMENT POLICIES - CONSULTATION CLOSURE

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing members of the feedback received from trade unions and the Joint Consultative and Safety Committee and to ask the committee to approve the recommendation to implement the proposal for the policy change.

RESOLVED to:

- 1) Receive the consultation comments and recommendations from the Joint Consultative and Safety Committee;
- 2) Implement the proposals made to amend the Attendance Management Policy and the Absence Management Procedure with effect from 1 July 2022;
- 3) Accept the minor changes to policy wording suggested by UNISON in relation to paragraphs 2.9.2/4/11 and 3.1/3 in the Employee Handbook Appendix 15 (and associated paragraphs in Appendix 16); and

- 4) Accept the recommendation of the Joint Consultative and Safety Committee of 7 June that the phrase 'reasonable adjustments' be included at an appropriate place in the proposed amended policies.

33 REVIEW OF OVERTIME PAYMENTS AROUND BANK HOLIDAYS-CONSULTATION COMMENCEMENT

The Head of HR, Performance and Service Planning 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 current Overtime Policy in order to then progress the adoption of this revised policy through the relevant committees of the council.

RESOLVED to:

Support the draft revised wording for the Overtime Policy and endorse the commencement of the consultation and implementation process as described.

34 REVIEW OF STAND-BY PAYMENTS - CONSULTATION COMMENCEMENT

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, seeking authority to begin consultation with trade unions on amendment to the existing 'Stand-by and Callout Policy' in order to recognise a higher level of payment when Boxing Day falls on a weekend.

RESOLVED to:

Accept the draft report and endorse the commencement of the consultation and implementation process as described.

The meeting finished at 10.40 am

Signed by Chair:
Date: