

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 18 June 2025**

Councillor John Clarke (Chair)

Councillor David Ellis  
Councillor Paul Hughes

Councillor Marje Paling

Absent: Councillor Michael Adams, Councillor Jenny Hollingsworth and  
Councillor Viv McCrossen

Officers in Attendance: J Lovett and L Squires

**28 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor J Hollingsworth, Councillor M Adams and Councillor V McCrossen.

**29 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 19 MARCH 2025**

**RESOLVED:**

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

**30 DECLARATION OF INTERESTS**

None.

**31 REVIEW OF DBS POLICY**

The Assistance Director for Workforce introduced a report, which had been circulated in advance of the meeting, to present to the Committee the review of our DBS procedures to ensure Gedling Borough Council remains compliant in its use of DBS checking to reduce safeguarding risks and increase efficiency in the processing of applications.

**RESOLVED THAT:**

The Appointments and Conditions of Service Committee approve:

1. Changes to the current policy which determine which roles are checked, the level and frequency of checks; and
2. Combining all existing policies and procedures on DBS checks into one document for ease of reference for managers and staff.

## **32 POLICY UPDATES ON SEXUAL HARASSMENT**

A report of the Interim HR Business Partner was circulated prior to the meeting and presented by the Assistant Director of Workforce to review the changes required in law for the Council to be compliant.

### **RESOLVED THAT:**

The Appointments and Conditions of Service Committee approve:

1. A new Prevention of Sexual Harassment Policy.
2. The draft amendments to the current Harassment policy Appendix 8 from the Staff Handbook, which incorporates Appendix 8a to cover the Council's duty to prevent Sexual Harassment in the workplace.

## **33 DELEGATED AUTHORITY TO LAUNCH HR POLICIES**

Consideration was given to a report of the Deputy Chief Executive and Monitoring Officer, which had been circulated in advance of the meeting, to review the approval flow of policies by the Council's committees.

### **RESOLVED THAT:**

The Appointments and Conditions of Service Committee:

1. Provide delegated authority to the Head of Paid Service to launch policy and strategy changes. These will continue to be subject to consultation through the Joint Consultative Committee and final approval would remain with the Appointments and Conditions of Service Committee.
2. Agree to amend the Council's Constitution to reflect the new delegated authority to the Head of Paid Service.

## **34 EXCLUSION OF THE PRESS AND PUBLIC**

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 3 of Part 1 of Schedule 12a of the Local Government Act 1972.

## **35 DIRECTORS PERFORMANCE RELATED PAY REVIEW**

## **36 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT**

None.

The meeting finished at 10.28 am

Signed by Chair:  
Date: