



Worcester
CITY COUNCIL

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

AGENDA

Date: Wednesday, 2nd March, 2022

Time: 7.00 pm

Venue: The Guildhall

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

Information for Members of the Public

Access to the Guildhall is via the front entrance in the High Street. The nearest car park is Copenhagen Street (pay and display). If you are a wheelchair user or have restricted mobility, access to the Guildhall can be gained either through the door on the right side of the forecourt as you face the Guildhall, or through the sliding doors at the rear of the Guildhall. There is dedicated disabled parking space at the rear (access via Copenhagen Street). Most meetings are held on the ground floor, which can be reached by using a lift. If you are a wheelchair user or have restricted mobility and you wish to attend a meeting, please telephone or email the officer mentioned below in advance and we will make any necessary arrangements to assist your visit.

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this part of the Agenda as well as background documents used in the preparation of these reports. Details of the background papers appear at the foot of each report. Part II of the Agenda (if applicable) deals with items of 'Exempt Information' for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Please note that this is a public meeting and members of the public and press are permitted to report on the proceedings. "Reporting" includes filming, photographing, making an audio recording and providing commentary on proceedings. Any communicative method can be used to report on the proceedings, including the internet, to publish, post or share the proceedings. Accordingly, the attendance of members of the public at this meeting may be recorded and broadcast. By choosing to attend this public meeting you are deemed to have given your consent to being filmed or recorded and for any footage to be broadcast or published.

Please note the Council records and live streams many of its meetings. These recordings are published on the relevant meeting pages of the Council's website. A notice to this effect will be posted in the meeting room. If a member of the public chooses to speak at a meeting of the City Council he/she will be deemed to have given their consent to being recorded and audio being published live to the Council's website. The Chair of the meeting, can at their discretion, terminate or suspend recording, if in their opinion, continuing to do so would prejudice the proceedings of the meeting or if they consider that continued recording might infringe the rights of any individual, or breach any statutory provision.

At the start of the meeting under the item 'Public Participation' up to fifteen minutes in total is allowed for members of the public to present a petition, ask a question or comment on any matter on the Agenda. Participants need to indicate that they wish to speak by 4.30 p.m. on the last working day before the meeting by writing, telephoning or E-Mailing the officer mentioned below.

If you have any general enquires or queries about this Agenda or require any details of background papers, further documents or information, or to discuss arrangements for the taking of photographs, film, video or sound recording please contact the Lead Officer, Julian Pugh, Democratic Services Administrator, Guildhall, Worcester WR1 2EY. Telephone: 01905 722027 (direct line); E-Mail Address: committeeadministration@worcester.gov.uk.

This agenda can be made available in large print, braille, on PC disk, tape or in a number of ethnic minority languages. Please contact the above named officer for further information.

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**Personnel and General Purposes Sub-Committee
Wednesday, 2 March 2022**

Members of the Committee:-

Chair: Councillor Chris Mitchell (C)
Vice-Chair: Councillor Adrian Gregson (L)

Councillor Marc Bayliss (C)
Councillor Lynn Denham (L)
Councillor Mrs. Lucy Hodgson (C)

Councillor James Stanley (C)
Councillor Louis Stephen (G)

C= Conservative G = Green L = Labour LCo = Labour and Co-operative
LD = Liberal Democrat

AGENDA

**Part 1
(ITEMS FOR DISCUSSION AND DECISION IN PUBLIC)**

1. **Appointment of Substitutes**
To receive details of any Members appointed to attend the meeting instead of a Member of the Sub-Committee.
2. **Declarations of Interest**
To receive any declarations of interest.
3. **Public Participation**
Up to a total of fifteen minutes can be allowed, each speaker being allocated a maximum of five minutes, for members of the public to present a petition, ask a question or comment on any matter on the Agenda or within the remit of the Sub-Committee.
4. **Minutes**
Page(s): 1 - 4
Of the meeting held on 15th December 2021 to be approved and signed.
5. **Corporate Health and Safety and Welfare Policy**
Page(s): 5 - 26
Ward(s): All Wards
Contact Officer: Gail Carrier, Corporate Health and Safety Officer

That the Sub-Committee reviews the draft updated Policy attached at Appendix 1 and approves it.
6. **Outcome of Postal Vote Review - May 2021 Elections**
Page(s): 27 - 32
Ward(s): All Wards

Contact Officer: Claire Chaplin, Democratic and Civic Services Manager
Tel: 01905 722005

That the Sub-Committee note the further assurances that have been put in place to maintain the integrity of the process for the delivery of elections following the outcome of the Postal Vote Review regarding the May 2021 Elections.

7. **Any Other Business**

Which in the opinion of the Chair is of sufficient urgency as to warrant consideration.