

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

15th July 2020

Present: Councillor Gregson (Vice-Chair) in the Chair
Councillors Berry, Mrs L. Hodgson, Mitchell,
Squires and Stanley

Officers: Mark Edwards, Head of People Services
Shane Flynn, Corporate Director – Finance
and Resources

Apologies: Councillor Stephen and David Blake
(Managing Director)

1 Appointment of Substitutes

Councillor Stanley for Councillor Bayliss.

2 Declarations of Interest

None.

3 Public Participation

None.

4 Minutes

With reference to minute 24 (Living Wage Accreditation Update), the Head of People Services advised that, due to Covid-19, there had been a delay in progressing this matter with Freedom Leisure. Further legal advice was also currently being sought and it is anticipated that the report will be presented to the October meeting.

RESOLVED: That the minutes of the meeting held on 26th February 2020 be approved as a correct record and signed by the Chairman.

5 Change Management Policy

The Sub-Committee considered a report on proposed amendments to the Change Management Policy. The Head of People Services presented the report and explained that the current policy was overdue for review. The update had so far incorporated feedback from the People Services team, and is in line with current CIPD and ACAS guidelines. The key changes included:

- Updates to Pensions and EAP information.
- Inclusion of a process for minor changes that do not necessitate changes to Terms and Conditions (section 6).
- Reference to additional related documents of: Redundancy Policy, Redeployment Policy and Pensions Discretions Policy. (section 14).

Sub-Committee Members expressed support for the proposed changes.

RESOLVED: That the Sub-Committee approve the proposed amendments to the Change Management Policy.

6 Review of Unpaid Parental Leave - 2020

The Sub-Committee considered a report on proposed amendments to the Parental Leave Procedure. The Head of People Services presented the report and explained that, following a review of the Procedure, a number of minor changes were proposed, in line with government and ACAS guidance, including:

- There can be confusion with Paternity and Parental Leave and Shared Parental Leave so clearly titling the procedure "Unpaid Parental Leave" assists with clarity.
- Simplifying points in line with .GOV & ACAS for entitlements which are part of normal employment practice.
- Clarifying number of days requested on the request form to avoid any ambiguity.

Sub-Committee Members expressed support for the proposed changes.

RESOLVED: That the Sub-Committee approve the proposed amendments to the Parental Leave Procedure.

7 Any Other Business

A question was asked about Parental Leave for Councillors. Sub-Committee Members asked Officers to research the current position and prepare a report for the relevant Committee. Members were advised that this may also be a matter for the Independent Remuneration Panel to consider. Officers were also requested to check the position with regard to child care and carer's allowances for Members. In response, the Head of People Services advised that a written response will be provided.

Duration of the meeting: 7.00p.m. – 7.15p.m.

Chairman at the meeting on
14th October 2020