



**Worcester**  
CITY COUNCIL

# **PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE**

## **AGENDA**

**Date: Wednesday, 3rd March, 2021**

**Time: 7.00 pm**

**Venue: Remote Meeting**

## **PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE**

### **Information for Members of the Public**

Due to the current Covid-19 pandemic Worcester City Council will be holding this meeting in accordance with the relevant legislative arrangements for remote meetings of a local authority. For more information please refer to: Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Please note that this is a public meeting, conducting remotely by videoconferencing between invited participants and live streamed for general access by audio via the Council's website.

Part I of the Agenda includes items for discussion in public. You can listen to a live audio stream of the meeting via the City Council website [www.worcester.gov.uk/councillors-democracy](http://www.worcester.gov.uk/councillors-democracy). You have the right to inspect electronic 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.

Members of the public and press are permitted to report on the proceedings. "Reporting" in the context of this remote meeting includes making an audio recording of the live streamed audio 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.

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. Participation in remote meetings will extend to video and/or audio participation or written submission read aloud at the appropriate point in the meeting by the Chairman. Participants need to indicate that they wish to take part in a remote meeting by 4.30 p.m. on the last working day before the meeting by telephoning or E-Mailing the officer mentioned below. A Democratic Services Officer will then contact to advise how to participate in the remote meeting, by invitation. Requests to participate received later than this cut-off time may not be accommodated.

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 Chairman 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.

If you have any queries about this Agenda, require any details of background papers, or wish to discuss the arrangements for public participation please contact Julian Pugh, Democratic Services Administrator, Democratic Services, Guildhall, Worcester WR1 2EY Telephone: 01905 722027 (direct line). E-Mail Address: [committeeadministration@worcester.gov.uk](mailto:committeeadministration@worcester.gov.uk)

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**Personnel and General Purposes Sub-Committee  
Wednesday, 3 March 2021**

**Members of the Committee:-**

Chairman: Councillor Louis Stephen (G)

Vice-Chairman: Councillor Marc Bayliss (C) and Councillor Adrian Gregson (L)

Councillor Roger Berry (LCo)

Councillor Chris Mitchell (C)

Councillor Mrs. Lucy Hodgson (C)

Councillor Joy Squires (L)

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 14<sup>th</sup> October 2020 to be approved and signed.

5. **Family Friendly Policy and Procedures**

Page(s): 5 - 36

Ward(s): All Wards

Contact Officer: Hilary Price, Human Resources Officer  
Tel: 01905 722055

To recommend approval of the proposed amendments to the following Family Friendly Policy & Procedures:

Maternity Leave and Pay Policy  
Maternity / Adoption Support Leave  
Family Friendly Employment Policy  
Flexible Working Policy.

6. **Sustainable Travel to Work**

Ward(s): All Wards

Contact Officer: Mark Edwards, Head of People Services  
Tel: 01905 722042

Councillor Stephen has requested this item. An oral report will be given at the meeting.

7. **Any Other Business**

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