

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

**3rd March 2021**

**Present:** Councillor Louis Stephen in the Chair  
Councillors Bayliss (Vice-Chairman), Berry,  
Gregson (Vice-Chairman), Mitchell and  
Squires

**Officers:** David Blake, Managing Director  
Alison Darbyshire, Human Resources  
Team Leader  
Mark Edwards, Head of People Services  
Sian Stroud, Deputy Director -  
Governance

**Apologies:** Councillor Mrs L. Hodgson

### **15 Appointment of Substitutes**

None.

### **16 Declarations of Interest**

None.

### **17 Public Participation**

None.

### **18 Minutes**

**RESOLVED: That the minutes of the meeting held on 14<sup>th</sup> October 2020 be approved as a correct record and signed by the Chairman.**

### **19 Family Friendly Policy and Procedures**

The Committee considered a report from on a number of current Family Friendly Policies which were overdue for review. The Head of People Services presented the report and explained that many of the proposed updates were minor. These were summarised in the report and included the following:

- Maternity Leave and Pay Policy - References to Child Care vouchers for new applicants removed due to legislative changes. References to Parental Bereavement Leave added.
- Maternity / Adoption Support Leave Policy - References to providing original documents replaced with "forwarding a copy." References to Parental Bereavement Leave added.
- Family Friendly Employment Policy - References to Child Care vouchers for new applicants removed. Information added related to the Learning Lounge including the online and workshop learning that is available to support employees. New section on Parental Bereavement Leave added.

- Flexible Working Policy - Definition of flexible working. Sections on trialling new working arrangements and varying an employee's contract added. Employees are given the voluntary option of telling us why they are making an application. The Head of People Services explained that this latter provision had been subject to further discussion with UNISON, as a result of which the information would now be sought as part of the meeting discussion, rather than via the application form. Reference will be made to this in the notification of the meeting. UNISON were in support of this revised approach.

In the ensuing discussion, a question was asked about whether the provisions of the Maternity Leave and Pay Policy, and the Maternity/Adoption Support Leave Policy, are reflected similarly in the Council's policies on paternity leave? Members were advised that the paternity leave provisions are in accordance with statutory provisions. The Head of People Services will provide a written answer to explain where there may be differences between the relevant policies.

**RESOLVED: That the Sub-Committee approve 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.**

## **20 Sustainable Travel to Work**

This item had been included on the agenda at the request of the Chairman. He explained that he wished the Council to encourage employees to cycle to work. He was keen for the Council to be seen as a leader in this field. The Council has declared a climate emergency and this would help to improve air quality, CO2 emissions and congestion. It would also provide benefits for employee health and well-being.

He acknowledged that the Council has a scheme in place but proposed that the current position be reviewed, that we look at examples of good practice and report to future meeting of this Committee with proposals to develop a fresh package.

In the ensuing discussion, reference was made to initiatives that will form part of the action plan in the Environmental Sustainability Strategy.

The Head of People Services explained that the Council has a cycle scheme for employees, although take-up has been limited.

**RESOLVED: That the Sub-Committee agree to consider a report at a future meeting.**

## **21 Any Other Business**

None.

**Duration of the meeting:** 7.00p.m. – 7.30p.m.

Chair at the meeting on  
28<sup>th</sup> June 2021