



Worcester
CITY COUNCIL

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

AGENDA

Date: Monday, 28th June, 2021

Time: 7.00 pm

Venue: Guildhall

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

Information for Members of the Public

Please note that this is a public meeting, conducting in person at the Guildhall, Worcester, between invited participants and live streamed for general access by audio and video via the Council's website. Due to the current Covid 19 pandemic, access to the building where the meeting is being held is being restricted to councillors and a small number of supporting officers. Members of the public who wish to participate will be invited to join the meeting via remote means.

Part I of the Agenda includes items for discussion in public. You can listen or watch a live stream of the meeting via the City Council website 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 meeting includes making a recording of the live streamed content 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. Public participation will be via remote means and will extend to video and/or audio participation or written submission read aloud at the appropriate point in the meeting by the Chair. Participants need to indicate that they wish to take part via remote means by 4.30p.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 by remote means, 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 the video 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.

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

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.

**Personnel and General Purposes Sub-Committee
Monday, 28 June 2021**

Members of the Sub-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**
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Of the meeting held on 3 March 2021 to be approved and signed.
5. **Any Other Business**
Which in the opinion of the Chairman is of sufficient urgency as to warrant consideration.
6. **Items Involving the Disclosure of Exempt Information**
The Sub-Committee are invited to pass the following resolution:-

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of information as defined in Schedule 12A of the said Act.

PART II
(ITEMS FOR DISCUSSION AND DECISION IN PRIVATE)

7. **Senior Management Structure**

Ward(s): All Wards

Contact Officer: David Blake, Managing Director
Tel: 01905 722203

That the Sub-Committee agree:

1. To the new senior management structure; and
2. To proceeding with the Member-led recruitment process.

(Report to follow)

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 14th 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
28th June 2021

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