

PERSONNEL AND GENERAL PURPOSES SUB-COMMITTEE

18th October 2023

- Present:** Councillor Steve Cockeram in the Chair
Councillors Allcott, Cookson, Denham,
Round, Sadiq and Stanley (Vice-Chair)
- Officers:** Claire Chaplin, Democratic and Civic
Services Manager
Shane Flynn, Corporate Director – Finance
and Resources
Sian Stroud, Corporate Director –
Planning and Governance
- Apologies:** David Blake, Managing Director

11 Appointment of Substitutes

Councillor Allcott for Councillor Murray; Councillor Sadiq for Councillor Riaz.

12 Declarations of Interest

13 Public Participation

None.

14 Minutes

RESOLVED: That the minutes of the meeting held on 12th July 2023 be approved as a correct record and signed by the Chair.

15 Elections Act 2022 - Update Report

The Sub-Committee considered an update report on the Elections Act 2022. The Democratic and Civic Services Manager presented the report and Officers responded to questions from Sub-Committee Members.

The report included an overview of the individual provisions coming into force during 2023 and 2024 and the overarching considerations for the corporate implementation of the provisions of the Act, together with progress made to date by the Returning/Registration Officer to facilitate the implementation of each provision.

Members raised several question on detailed aspects of the provisions of the Act. The Democratic and Civic Services Manager stated that in many cases, detailed guidance is still awaited. a written response will be provided to Members.

RESOLVED: That the Sub-Committee agree to note the further provisions in the Elections Act 2022, the respective implementation dates and the considerations and progress for implementation made to date.

16 Local Government Boundary Commission - New Electoral Arrangements for Worcester City Council

The Sub-Committee received a report on the final recommendations of the Local Government Boundary Commission for England following their review of electoral arrangements for Worcester City Council. The Corporate Director – Planning and Governance presented the report and explained that the Commission’s final recommendations were published on 29 August 2023. In summary, the recommendations were for Worcester to be represented by 35 councillors, the same number as currently, with 16 wards (one more than there is currently), made up of 3 wards represented by 3 councillors and 13 wards represented by 2 councillors. The boundaries of 12 wards will change, and 3 will stay the same. A summary of the final recommendations was appended to the report.

Officers responded to questions and comments from Committee Members.

Members were advised that more information can be provided on how many electors are affected by ward changes or changes to their polling station location.

On a connected theme, the Corporate Director advised Members that the consultation on the electoral cycle for the City’s Parish Councils had now ended and a report on the outcome will be presented to Policy and Resources Committee and Council in November.

RESOLVED: That the Sub-Committee agree to note the final recommendations of the Local Government Boundary Commission for England following their review of electoral arrangements for Worcester City Council.

17 Referral Report from the Joint Consultative and Safety Committee: Revised Employee Policies for Approval

The Sub-Committee considered a report on two staff policies which had been subject to review. The Corporate Director – Planning and Governance presented the report and explained that the Joint Consultative and Safety Committee, at its meeting on 28 September 2023, had considered two unrelated policies: the Capability Policy and the Alcohol and Drugs Policy.

The Capability Policy, which provides a mechanism for the Council to deal with performance issues of employees, had last been reviewed in 2017.

The Alcohol and Drugs Policy sets out clear boundaries relating to unacceptable misuse of substances. The Policy also allows for drug testing in specified circumstances and sets out disciplinary as well as health procedures that should be followed when cases of misuse are identified or suspected.

The policies, as agreed by the Joint Consultative and Safety Committee, were appended to the report. The Corporate Director summarised the main points of each.

RESOLVED: That the Sub-Committee agree to approve:

- 1. the revised Capability Policy attached at Appendix 1 to the report; and**

2. the revised Alcohol and Drugs Policy attached at Appendix 2 to the report.

18 Any Other Business

None.

Duration of the meeting: 7.00p.m. – 7.57p.m.

Chair at the meeting on
28th February 2024

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