

Time began:10.03am
Time ended: 10.20am

**Personnel Committee
17 December2014**

Present Councillor Redfern (Chair),
Councillors Barker, Hickson, MacDonald and Tittley

29/14 Apologies

Apologies for absence were received from Councillor Eldret.

30/14 Late items to be introduced by the Chair

In accordance with Section 100(B)(4) of the Local Government Act 1972, the Chair agreed to admit the following items on the grounds that they needed to be considered before the next meeting of the Personnel Committee:

- Revised Annual Leave Policy
- Revision of the Maternity, Adoption, Paternity and Parental Leave Policy

31/14 Declarations of Interest

There were none.

32/14 Minutes of the meeting held on 25 November2014

The minutes of the meeting held on 25 November 2014 were agreed as a correct record and signed by the Chair.

33/14 Market Rate Supplement Policy

The Committee received a report of the Interim Strategic Director of Resources on Market Rate Supplement Policy. The report was presented by the Strategic HR Manager – OD and Pay and Reward Strategy.

It was reported that the Personnel Committee had considered the Market Rate Supplement Policy at the meeting held on 25 November 2014 and had suggested a number of amendments to the policy document. This report outlined the amendments that had been made.

Members noted that paragraphs 3.5 and 3.6 had now been consolidated into one bullet point as follows, as Members had felt that they contradicted each other:

- 3.5 When a market rate supplement is applied to a post it will be applied to all current and new employees in that post, employees will not be entitled to back

pay. The Council will determine the date a market supplement becomes effective.

It was reported that Members had felt that the notice period to change, amend or remove the market rate supplement should be amended from one month to three months and that the policy has now been changed to reflect this.

It was further reported that Members had felt that the opportunity for an employee to raise a complaint following the removal or amendment to a Market Rate Supplement should be explained within the policy document. Members noted that the policy had been amended as follows:

- 4.2 Employees will have the right to express any concerns following the withdrawal or amendment of the supplement through the normal complaints procedure.

Resolved to agree the Market Rate Supplement Policy and approve for formal consultations to commence.

34/14 Revised Annual Leave Policy

The Committee received a report of the Interim Strategic Director of Resources on Revised Annual leave Policy. The report was presented by the Strategic HR Manager – OD and Pay and Reward Strategy.

It was reported that the new terms and conditions introduced in April made the existing Annual Leave Policy obsolete. It was further reported that the revised Annual Leave Policy had been updated to accommodate the new terms and conditions and address issues raised by the Trade Unions and managers. Members noted that the Annual Leave during Absence Policy had been incorporated into the Annual Leave Policy to reduce the overall number of policies.

Resolved to agree the revised Annual Leave Policy.

35/14 Revision of the Maternity, Adoption, Paternity and Parental Leave Policy

The Committee received a report of the Interim Strategic Director of Resources on Revision of the Maternity, Adoption, Paternity and Parental Leave Policy. The report was presented by the Strategic HR Manager – OD and Pay and Reward Strategy.

It was reported that from 5 April 2015 employees may be entitled to Shared Parental Leave (SPL) and Statutory Shared Parental Pay (SHPP) under the Shared Parental Leave Regulations due to come into force from 1 December 2014. It was further reported that the regulations were being introduced as part of the Children and Families Act 2014.

Members noted that the regulations were designed to give parents more flexibility in how to share the care of their child in the first year following birth or adoption. It was

reported that on 5 November 2014, Chief Officer Group agreed the recommendation (Report attached as Appendix 3) that employees who took Shared Parental Leave should receive occupational pay in line with those taking maternity or adoption leave.

It was further reported that the Maternity, Adoption, Paternity and Parental Leave Policy has been revised and renamed as the Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy which incorporated all of the changes required by the new legislation. Members noted that this included the removal of additional paternity leave which had been replaced by shared parental leave.

Members felt that a user guide should be made available to complement the policy. It was reported that employee friendly guidance would be available on iDerby. It was agreed that the guidance should be brought to a future meeting of the Personnel Committee.

Members felt that adoption in relation to same-sex relationships should be made more explicit within the policy document.

Resolved:

- 1. to agree the Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy;**
- 2. to request that employee guidance on the policy be brought to a future meeting of the Personnel Committee; and**
- 3. to agree that adoption in relation to same-sex relationships should be made more explicit within the policy document.**

MINUTES END