Time began:10.30 am
Time ended: 11.15am

**Personnel Committee
27 October2016**

Present   CouncillorRaju (Chair)
                       Councillors Barker, Carr, Froggatt, Grimadell, S Khan,
                       Marshalland Turner

Officers present   David Cox –Head of HR
                       Diane Sturdy – Organisational and Development Manager
                       Susan Farmery – Organisational Development Advisor
                       Janie Berry – Director of Governance and Monitoring Officer
                       Ann Webster – Equality and Diversity Lead
                       Jackie Waring – Democratic Services Officer

47/16   Apologies

There were no apologies

48/16   Late Items to be Introduced by the Chair

There were no late items.

49/16   Declarations of Interest

None

50/16   Minutes of the Meeting held on 13 October 2016

The minutes of the meeting held on 13 October2016 were confirmed as a correct record.

51/16   Standby and Callout Payments

The Committee considered a report of the Director of Governance and Monitoring Officer on Standby and Callout Payments. This report had been brought before the Committee at their last meeting on 13 October and the Committee had asked for further clarity on the decision maker costs.

The Committee were informed amendments had been made to the Legal Implications in Appendix 1. Amendments had also been made to appendix 2, to provide clarity on how the figure on 'decision maker costs' was made up. The Committee also asked for clarity on the 'Total Standby Payments' and were informed that this figure was dependant on winter gritting costs and therefor could only be estimated.

Resolved to

1. **Note the amendments to the report.**

2. **Note the requirement of a corporate procedure for standby and callout payments.**
3. **Approve the implication of a roll-out for revised standby and callout payments in all areas of the Council and schools**

52/16 Pay and Review Project Update

The Committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project. The Board were updated on progress with this project. It was acknowledged that St Peter's school had now gone live and St Werburghs' school was still on track to go live on 1 January 2017.

Discussion was held over the 'find, format and file' task and the issues of what was held in storage.

Resolved to note the report and receive further update at next meeting

53/16 Equality, Dignity and Respect Policy 2016

The Committee received a report of the Chief Executive asking them to consider the draft version of the Council's revised Equality, Dignity and Respect Policy. The Committee were informed that the policy had been approved by Employee Networks, the Equality and Diversity Strategy Group, Derby Diversity Forum and Trade Unions and had been presented to Operational Management Team and Conditions of Service Working Group.

It was confirmed that this policy was the first in a set of policies which would be brought, for approval, to future Personnel Committees

Resolved to

1. **Approve the Equality, Dignity and Respect Policy and the Statutory Equality Objectives included within the policy.**
2. **Approve the policy be included in the e-learning programme as a mandatory course.**
3. **Approve a small equality commitment statement be framed and put up in reception areas of all Council buildings.**

54/16 Attendance Management Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to receive the updated Attendance Management Policy. The policy had been revised to provide a more individual approach on attendance

management. Discussion was held on the changes to the policy. It was acknowledged that although triggers were still in place these were as a trigger to the manager. A final version of the report would be brought to Personnel Committee in April. The Committee requested that the accompanying guidance be brought to Committee along with the finalised policy.

Resolved to

1. **Agree the Attendance Management Policy, subject to the suggested changes**
2. **Agree the removal of sanctions from the Attendance Management Policy**
3. **Agree the provision of training on attendance management for all managers**

<div align="center">MINUTES END</div>