**Personnel Committee
29June2017**

Present   CouncillorNawaz (Chair)
                 Councillors Barker, Carr, Dhindsa, Froggatt, A Holmes, Keith
                 and S Khan

Officers present   David Cox – Head of HR
                     Claire Benjamin – HR Advisor
                     Diane Sturdy – Organisation Development Manager
                     Tania Hay – Employment Commission Lead

01/17   Apologies

There were no apologies for absence.

02/17   Late Items to be Introduced by the Chair

There were no late items.

03/17   Declarations of Interest

There were no declarations of interest.

04/17   Minutes of the Meeting held on 13April2017

The minutes of the meeting held on 13April2017 were confirmed as a correct record.

05/17   Changes to Attendance Management Policy

The Committee considered a report which stated that the Council introduced a new Absence Triage service on 1 June 2017 provided by FirstCare.

All non-school based employees subject to Council HR policies and procedures were now required to report any absence due to sickness to a nurse managed triage service.

The report recommended the relevant changes to the Attendance Management policy, to support the revised absence reporting procedures already implemented for those staff in scope.

Where staff had chosen to "opt" out of data sharing with FirstCare, current absence reporting procedures would apply, however it was proposed that they would be encouraged to take full advantage of the Absence Triage Service giving them full access to the benefits of the service including advice from a qualified Nurse.

Resolved to approve the appropriate changes to the policy ensuring compliance with the new attendance management reporting procedures.

06/17   Drug and Alcohol Misuse Policy

The Committee considered a report which stated that the Council's current Drug and Alcohol Misuse Policy had been reviewed and a minor amendment had made explicit the option to random test employees where there were concerns raised relating to an area or department.

The appropriate Trade Unions had been consulted regarding the change.

It was recommended that the Committee approve the change to the existing Policy.

Members of the Committee expressed concern that the policy referred to members in paragraph 1.1 of the policy application but then there was no mention of members anywhere else in the policy. It was therefore suggested that a separate policy be drawn up for Members following consultation with the Group Leaders with a view to this being considered by the Standards Committee.

Resolved

1. **To approve the minor amendment to the existing Drug and Alcohol Misuse Policy subject to the removal of the words'up to and including members' in paragraph 1.1 of the policy application.**

2. **To draw up a policy following consultation with the Group Leaders to cover members and request the Standards Committee to endorse the policy.**

07/17   Apprenticeship Levy

The Committee received a report which stated that a detailed report had been considered by the Committee at the meeting held on 9 February 2017. The report provided an update to that report and set out the current position in relation to the Apprenticeship Levy.

Resolved to note the report.

08/17   Exclusion of Press and Public

Resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing this information.

09/17   Sickness Absence Update

The Committee received a report setting out the quarterly reports on Directorate specific actions in relation to managing attendance in order to support the Council target. The report included anonymised reasons for absence and length of absence.

Resolved

1. **To continue to actively focus on managing attendance in order the support the achievement of the Council target.**

2. **To receive quarterly update reports on progress.**

MINUTES END