

Time began:10.28 am  
Time ended: 11.20am

**Personnel Committee  
13 October2016**

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

Officers present          David Cox –Head of HR  
                                    Diane Sturdy – Organisational and Development Manager  
                                    Susan Farmery – Organisational Development Advisor  
                                    Jackie Waring – Democratic Services Officer

**38/16          Apologies**

Apologies for absence were received from CouncillorMarshall and Janie Berry,Director of Governance and Monitoring Officer.

**39/16          Late Items to be Introduced by the Chair**

There were no late items.

**40/16          Declarations of Interest**

None

**41/16          Minutes of the Meeting held on 8 September 2016**

The minutes of the meeting held on 8 September2016 were confirmed as a correct record.

**42/16          Standby and Callout Payments**

The Committee considered a report of the Director of Governance and Monitoring Officer on Standby and Callout Payments. The report set out the proposal for out of hours payments for both schools and non-schools staff. A working party had been established to review allowances as a result of the Pay and Reward project. The working party were to determine whether there was a need for out of hours payments system in certain areas of the Council and what alternatives, if any, could be put in place. The information was provided to the Personnel Committee to support them in their decision making.

Personnel Committee discussed the information provided on out of hours payments and the alternative of outsourcing work, along with costs. It was confirmed that out of hours work would be offered on a weekly rota basis and acknowledged that this would need monitoring closely. Discussion was also held on why payments were required rather than time in lieu.

**Resolved to**

1. **Note the requirement of a corporate procedure for standby and callout payments.**
2. **Receive further clarity on decision maker costs between outsourcing and being in-house.**
3. **Receive further report on how standby and callout payments would be authorised, managed and approved.**

## **43/16      Employee Code of Conduct Policy**

The Committee considered a report of the Strategic Director of Governance outlining amendments made to the Employee Code of Conduct as a result of the Information Governance Action Plan. These changes must be in place by January 2017.

Amendments were made to the Drug and Alcohol Policy and the Committee were briefed on the amendments. It was also noted that there was a typing error within 2.7 Sponsorship.

Committee also requested clarity on what PSN should for in Legal Implications within appendix 1 of the report.

### **Resolved to**

1. **Agreed the revised Employee Code of Conduct subject to amendment of typing error at 2.7.**
2. **Receive clarity on what PSN means (Public Service Network)**

## **44/16      Temporary Agency Usage July 2016 – September 2016 Zero Hours Employees**

The Committee considered a report of the Director of Governance and Monitoring Officer providing an update on agency usage through the Matrix contract covering the period July 2016 to September 2016.

It was confirmed that a separate meeting was to be convened to further investigate if agency staff are being used where staff could be recruited, but are not because of budget restraints. The Chair of Personnel Committee would be an attendee at this meeting. Discussion was held on the ongoing difficulties on recruiting Social Workers and how agency workers are used at Stores Road. Confirmation was given that a report was due to go to COG relating to making agency workers permanent and this report would also be brought to Personnel Committee.

### **Resolved to**

1. **Note the content of this report, especially the increase in orders and the increase in usage/spend this quarter.**
2. **To continue to monitor the appropriate use of agency staff.**
3. **Receive report on possibly of making agency staff permanent.**
4. **Receive update report on use of agency staff at Stores Road.**

- 5. Receive breakdown on figures provided on Zero Hours Contracts within departments.**

#### **45/16      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 4 of 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.**

#### **46/16      Pay and Reward Project Update**

The Committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project.

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

MINUTES END