

Time began: 10.30am  
Time ended: 11:22am

**Personnel Committee  
3 November 2022**

Present                      Councillor A Holmes (Chair)  
                                    Councillors Bonser, Carr, Evans, Jennings, Swan and  
                                    Potter

Officers present          Liz Moore – Head of Human Resources and Interim Head  
                                    of Occupational Development  
                                    Adele Ashmore – Acting Strategic HR Manager  
                                    Hanna Prince – OD Consultant  
                                    Anne-Marie McIntyre – HR Lead – Strategic HR  
                                    Anjula Nath – HR Advisor  
                                    Paul McMahon - Principal Lawyer

**15/22          Apologies**

Apologies for absence were received for Cllrs Rawson and Skelton.

**16/22          Late Items to be Introduced by the Chair**

There were no late items.

**17/22          Declarations of Interest**

There were no declarations of interest.

**18/22          Minutes of the Meeting held on 15 September  
2022**

The minutes of the meeting held on 15 September 2022 were agreed as an accurate record subject to an amendment to minute no 10/22, to read 'Councillor Bonser informed the Committee that she was employed by a trade union.'

**19/22          The Apprenticeship Programme**

The Committee received a report of the Strategic Director of Corporate Resources which provided an update on the Apprenticeship Programme. The report provided data on the Council's widening participation statistics and an update on the Council's Levy payments and drawdown to 21 October 2022.

**Resolved**

- 1. To note the update on the Apprenticeship Team's current priorities.**

2. To note the data on the Council's widening participation statistics.
3. To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 21 October 2022.

## 20/22      Attendance Management Update Quarter 2 2022/23

The Committee considered a report of the Strategic Director of Corporate Resources which provided and update on the Council's performance on attendance management at quarter 2, 2022/23.

### **Resolved**

1. To note that the Council's performance on attendance management for Quarter 2 2022/23 was 3.57 days lost for each full-time equivalent colleague (FTE) against a target of 2.62 days. This showed an increase against the Quarter 1 period actual of 3.24 FTE days lost.
2. To note that if the COVID-19 (Suspected and Confirmed) illnesses were removed from the attendance management data, the Quarter 2 performance would be 5.91 FTE days lost against a current year end position of 6.82 FTE days lost.
3. To support that all colleagues accept that they understand and have read the revised Attendance Management Policy (DCC Central Policy) approved at the last Personnel Committee through the Council's E-learning system.

## 21/22      Changes to the Grievance and Collective Grievance Policy

The Committee considered a report of the Strategic Director of Corporate Resources which stated that the HR service had reviewed and updated the Council's Grievance and Collective Grievance Policy. The review had been prioritised in line with changes in legislation and case law, best practice approaches and the length of time since the policy was reviewed. The review was also reflected in the Council's corporate policy register.

### **Resolved**

1. To note the proposed main changes to the revised Grievance and Collective Grievance Policy as set out in the Supporting Information section of the report.

2. **To approve the revised policy set out in Appendix 1 of the report and note that subject to approval, the policy would proceed to CJC for ratification. To note that subject to this ratification the revised policy and guidance would be published on the Council's intranet and a communication roll out of the changes will be shared with colleagues.**

## **22/22      Changes to the Schools Grievance and Collective Grievance Policy**

The Committee considered a report of the Strategic Director of Corporate Resources which stated that the HR service had reviewed and updated the School's Grievance and Collective Grievance Policy. The review had been prioritised in line with changes in legislation and case law, best practice approaches and the length of time since the policy was reviewed. The review was also reflected in the Council's corporate policy register.

### **Resolved**

1. **To note the proposed main changes to the revised School's Grievance and Collective Grievance Policy as set out in the Supporting Information section of the report.**
2. **To approve the revised policy set out in Appendix 1 of the report and note that subject to approval the revised policy and guidance would be published on the Schools Information Portal.**

## **23/22      Changes to Disciplinary and Dismissals Policy - Schools**

The Committee considered a report of the Strategic Director of Corporate Resources which stated that the HR service had reviewed and updated the School's Disciplinary and Dismissals Policy. The review had been prioritised in line with changes in legislation and/or case law, best practice approaches and the length of time since the policy was reviewed. The Council's Disciplinary and Dismissals Policy had also been reviewed and updated.

The report set out both the main changes, and the reasons for the changes, to the Disciplinary and Dismissals Policy. The policy was attached in Appendix 1 of the report and had been discussed and agreed with the Trade Unions at the Policy Working Group.

### **Resolved**

1. **To note the proposed main changes to the revised Disciplinary and Dismissals Policy, as set out in the Supporting Information section of the report.**

- 2. To approve the revised policy and note that the revised policy and guidance would be published on the School's intranet site and a communications roll out of the changes would be shared with colleagues.**

## **24/22 Proposed New Attendance Management Policy - Schools**

The Committee considered a report of the Strategic Director of Corporate Resources which stated that a new Attendance Management Policy - Schools had been drafted to reflect the Council's approach to managing sickness absence and achieving the good attendance of all school based colleagues.

The policy defined a transparent and supportive attendance management framework for all school based colleagues, complimenting existing health and wellbeing provisions, and giving clarity on key responsibilities.

The policy captured both what was expected of all school based colleagues in terms of reporting and evidencing sickness absence as well as the process that would be followed if a colleague was off work long-term or had persistent short-term absences.

Approving the new policy would provide all school based colleagues with a clear, consistent, and supportive approach that was aligned to the way attendance was managed throughout the Council.

### **Resolved**

- 1. To approve the new Attendance Management Policy - Schools set out in Appendix 1 of the report.**
- 2. To note that the revised policy would be published on the Schools Information Portal (SIP) and a communications roll out of the changes would be shared with school based colleagues.**

MINUTES END.