

Time began:4.00pm  
Time ended: 4.41pm

**Personnel Committee  
9 July2014**

Present Councillor Redfern (Chair),  
Councillors Barker, Carr and MacDonald

**01/14 Apologies**

Apologies for absence were received from Councillors Eldret, Hickson and Tittley.

**02/14 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 item on the grounds that it needed to be considered before the next meeting of the Personnel Committee:

- Disclosure and Barring Service Policy

**03/14 Declarations of Interest**

There were none.

**04/14 Minutes of the meeting held on 7 May2014**

The minutes of the meeting held on 7 May 2014were noted.

**05/14 Electronic Communication and Social media Policy**

The Committee received a report of the Director of ICT on Electronic Communication and Social Media Policy.

Members noted that the report sought to introduce a new electronic communication and social media policy that was more consistent with Derby City Council's email and internet use policies and with a digitally engaged workforce.

It was reported that the current policy restricted the use of social media and required it to be approved on a case by case basis and that this was no longer practical in a digital world where many of the Council's customers, partners and peers had an active social media presence; as did the Council's employees outside of work.

**Resolved:**

- 1. to adopt the new policy subject to the required consultation with the Trade Unions;**

2. to reduce the email and internet filtering and firewall rules that currently prevent staff accessing social media sites;
3. to reduce the email and internet filtering and firewall rules that currently prevent staff accessing web adverts; and
4. to promote this new policy through the In Touch cascade process, noting it allows staff more freedom but carries with it obligations and that misuse of social media can result in civil or criminal proceedings.

## 06/14      Grievance and Collective Grievance Policy

The Committee received a report of the Strategic Director of Resources on Change to the Grievance and Collective Grievance Policy. The report was presented by a HR Advisor.

It was reported that the Grievance and Collective grievance Policy was introduced in February 2014, reintroducing Member appeals. It was also reported that, in error, the member appeal was added to the process and that rather than replacing the existing appeal process, this resulted in a four stage grievance procedure.

Members noted that introducing a fourth stage prolonged the grievance procedure unnecessarily and that the Trade Unions had been consulted on the change and agreed that the Council should revert to a three stage process, with the third stage being Member appeal.

**Resolved to approve the Grievance and Collective Grievance Policy reverting to a three stage procedure, including Member Appeal.**

## 07/14      Disclosure and barring Service Policy

The Committee received a report of the Strategic Director of Resources on Disclosure and Barring Service Policy. The report was presented by a HR Advisor.

It was reported that due to changes in legislation following the Protection of Freedoms Act 2012 and advice from Ofsted, changes were needed to the existing Criminal Records Check Policy. It was further reported that previously, the Criminals Record Bureau (CRB) was responsible for undertaking the checks and that this had now changed to the Disclosure and Barring Service (DBS) which also needed to be reflected in the Policy.

Members noted that the report set out the reasons for the changes to the Criminal Records Check Policy and that the new Disclosure and Barring Service Policy had been discussed and agreed in principle with the Trade Unions.

It was reported that in addition, fostering and adoption boards, elected members, taxi drivers, school governors and other proscribed purpose positions would also come under the provisions of the policy, where they involved unsupervised contact with children or adults in regulated activity.

**Resolved to approve the Disclosure and Barring Service Policy in place of the old Criminal Records Check policy.**

#### **08/14      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 items on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3 and 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.**

#### **09/14      VR Returners Report**

The Committee received a report of the Strategic Director of Resources on Voluntary redundancy (VR) and returners. The report was presented by the Director of HR and Business Support.

**Resolved to note the contents of the report.**

#### **10/14      Potential Staffing Reductions Due to Organisational Change**

The Committee received a report of the Strategic Director of Resources on Potential staffing reductions due to organisational change. The report was presented by the Strategic HR Business Partner.

**Resolved to note the report.**

#### **11/14      Pay and Reward Project Update**

The Committee received a report of the Strategic Director of Resources on Pay and Reward Project Update. The report was presented by the Project Manager – Pay & Reward.

Members agreed that an update should be provided at future meetings of the Personnel Committee on any equal pay or other associated claims/complaints, dealt with under the auspices of the Council's Grievance and Collective Grievance Policy.

**Resolved:**

- 1. to note the current position in respect of dealing with appeals from staff employed in Council Directorates against outcomes of the Equal Pay Review;**
- 2. to note the current position in rolling out the Equal Pay review across support staff employed in Derby community schools;**
- 3. to agree that any equal pay or other associated claims/complaints are dealt with under the auspices of the Council's Grievance and Collective Grievance Policy and that paragraph 2.2.2 of the Appeals Policy is waived in regard of considering any equal pay or associated claims; and**
- 4. to request that an update be provided at future meetings of the Personnel Committee on any equal pay or other associated claims/complaints, dealt with under the auspices of the Council's Grievance and Collective Grievance Policy.**

MINUTES END