

Time began: 4.00pm
Time ended: 5.26pm

**Personnel Committee
8 January 2014**

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

32/13 Apologies

Apologies for absence were received from Councillors Jackson, Jennings and S Khan.

33/13 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 items on the grounds that the information was not available at the time the agenda was published:

- Testing for Alcohol and Drugs Misuse
- Implementation of Single Status and Process of Dealing with Dismissals

34/13 Declarations of Interest

There were none.

35/13 Minutes of the meeting held on 20 November 2013

The minutes of the meeting held on 20 November 2013 were agreed as a correct record and signed by the Chair.

36/13 Vehicle Location System Policy

The Committee received a report of the Strategic Director of Neighbourhoods on Introducing a Code of Practice that covers the use of vehicle based tracking systems. The report was presented by the Fleet and Depot Manager.

It was reported that the majority of the Council's vehicle fleet currently had GPS tracking units fitted and that these were devices that used Global Positioning Systems to determine the precise location of a vehicle. It was further reported that the use of tracking equipment had been controlled through a number of locally agreed arrangements and that the proposed Code of Practice summarised their use and provided a coherent Council wide policy by which all departments could adhere. Members noted that the Code of Practice encompassed all requirements of the Data Protection Act.

Members asked about the cost effectiveness of the GPS tracking units. It was reported that there were financial benefits as well as legal and health and safety benefits.

Members asked who would be required to sign up to the Vehicle Location System Policy. It was reported that the policy would be given to all staff who had authorised access to the Vehicle Location System and that local managers would also brief employees on its contents via departmental briefings and team meetings.

Resolved to approve the Code of Practice on the use of vehicle based tracking systems.

37/13 Testing for Alcohol and Drugs Misuse

The Committee received a report of the Strategic Director of Resources on Testing for Alcohol and Drugs Misuse. The report was presented by a HR Adviser.

It was reported that the Council's current policy on Alcohol and Drug Related Problems focused on how to support those employees who had a dependency issue and were willing to take action to address the problem. It was further reported that the current policy did not adequately address how to deal with on going issues with employees who refused to admit they had a problem, or who refused to take action to resolve the problem.

Members noted that there was a need for a more robust approach in dealing with alcohol and drug related issues and that options for this included random alcohol and drug testing for all staff, random alcohol and drug testing for staff in safety critical areas, or testing where there is 'cause for concern'. It was reported that the introduction of a policy which allowed the Council to test where there was 'cause for concern' would help address the safety issues and still provide support where needed.

It was reported that if the Council used a 'cause for concern' testing policy, there was an option to work in partnership with Derby Substance Misuse Centre and that this would result in the testing being free to the Council. Members noted that Derby Substance Misuse Centre could also provide free of charge training for managers on alcohol and drug misuse. It was reported that where testing was random, it would result in charges to the Council.

Members discussed the policy in relation to the Council's use of sub contractors. Members agreed that where contracts were let by the Council, suitable safeguards should be used to ensure compliance with the drug and alcohol policy

Resolved:

- 1. to approve the introduction of the Drug and Alcohol Policy attached at Appendix 3 of the report;**

- 2. to approve the provision of relevant training for managers on spotting the signs of alcohol and drug misuse and how to deal with the situation; and**
- 3. to recommend that where contracts are let by the Council, suitable safeguards are used to ensure compliance with the drug and alcohol policy.**

38/13 Policy Updates – Managing Individual Capability and Employee Code of Conduct

The Committee received a report of the Director of HR and Business Support on Policies Update – Managing Individual Capability and Employee Code of Conduct. The report was presented by a HR Adviser.

It was reported that the Human Resources Organisational Development Team were in the process of reviewing and updating the Council's Human Resources Policies and that the review had been prioritised in line with changes in legislation, case law and age of the policy. Members noted that the report set out the reasons for the changes to the Managing Individual Capability Policy and Employee Code of Conduct and that these were attached at Appendix 2 and 4. It was reported that the policies had been discussed and agreed in principle with the Trade Unions at the Conditions of Service Working Party.

Resolved:

- 1. to approve the revised Managing Individual Capability Policy (Appendix 2) and associated EIA (Appendix 3). The table of changes at Appendix 5 details the major changes to the policy and rationale behind each one; and**
- 2. to approve the revised Employee Code of Conduct (Appendix 4). The table of policy changes at Appendix 5 details the major changes to the policy and the rationale behind each one.**

39/13 Information Security and Baseline Personnel Security

The Committee received a report of the Strategic Director of Resources on Information Security and Baseline Personnel Security. The report was presented by the Director of ICT.

Members noted that the report covered a personnel aspect of the new regime for information security which imposed a requirement for additional security checks before employing staff and that this was just one aspect of a much stricter security and compliance regime being enforced by the Cabinet Office, Ministry of Justice and the Information Commissioner's Office.

Members discussed the differences between the Baseline Personnel Security Standard and the Disclosure and Barring Service (DBS), previously known as the CRB.

Resolved to approve the implementation of Baseline Personnel Security Checks as detailed in Appendix 2.

40/13 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.

41/13 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 Head of Strategic HR and OD.

Resolved to note the contents of the report.

42/13 Implementation of Single Status and Process of Dealing with Dismissals

The Committee received a report of the Strategic Director of Resources on Implementation of Single Status and Process of Dealing with Dismissals. The report was presented by the Project Manager – Pay & Reward.

Resolved:

- 1. to agree to waiver paragraph 2.2.2 of the Appeals Policy in respect of individual appeals against dismissal and offer of reengagement on new terms and conditions of employment associated with implementation of the national Single Status Agreement for employees in Council Directorates; and**
- 2. to agree that any individual appeals against dismissal and offer of reengagement on new terms and conditions of employment associated with implementation of the national Single Status Agreement for employees in Council Directorates are undertaken by Tier 1 and Tier 2 Directors.**

43/13 Pay and Reward Project Update

The Committee received an update on the pay and reward project. The update was presented by the Head of Strategic HR and OD.

Resolved to note the update.

44/13 Update on Staffing Implications of 2014/15 MTFP

The Committee received an update on staffing implications of 2014/15 MTFP. The update was presented by the Strategic HR Business Partner – AHH & CYP.

Resolved to note the update.

MINUTES END