

## **STAFFING COMMITTEE**

Wednesday, 23rd April, 2014

**Present:-** Councillor Mrs Sandra Hambleton – in the Chair  
Councillors Olszewski, Miss Reddish, Sweeney, Turner and Miss Walklate

### **4. APOLOGIES**

Apologies were received from Councillors Holland, Howells Mrs Rout and Mrs Shenton.

### **5. DECLARATIONS OF INTEREST**

There were no declarations of interest stated

### **6. MINUTES OF THE LAST MEETING**

**Resolved:-** That the minutes of the meeting held on 4 February, 2014 be agreed as a correct record.

### **7. MINUTES OF THE EMPLOYEES CONSULTATIVE COMMITTEE**

The minutes of the Employees Consultative Committee (ECC) held on 24 March, 2014 had not been seen by that Committee and clarification was required on a discrepancy with Minute number 9 – Night Working.

- Resolved:-**
- (i) That, the Minutes of the ECC held on 24 March, 2014 , which had not yet been approved by the ECC be accepted by the Staffing Committee for information only.
  - (ii) Clarification was requested on Minute number 9 of the meeting held on 24 March, 2014 regarding the outcome of the item on Night Working.

### **8. WORKPLACE DOMESTIC VIOLENCE POLICY**

Consideration was given to a report on a proposed Domestic Violence Policy. The aim is to create a safer workplace and to send out a message that domestic violence was unacceptable.

The Trade Unions' has received a draft copy of the Policy and had been considered by ECC on 24 March, 2014.

Unison had requested that the title be changed to Workplace Domestic Abuse Policy.

**Resolved:-** That the Policy be approved with the new title 'Workplace Domestic Abuse Policy'.

### **9. EMPLOYEES CODE OF CONDUCT**

Members considered a report with proposed revisions to the Employees Code of Conduct which had been considered by the ECC. A copy of the revised document had been issued to Members.

The main changes were to the Gifts and Hospitality section with cash 'gifts' no longer being allowed to be accepted by members of staff. Small items such as boxes of chocolates could be accepted but would have to be declared.

**Resolved:-** That the revised Code of Conduct for Employees be approved.

**10. CAPABILITY**

Consideration was given to a report on the Capability Policy and Procedure which would be followed at appeal hearings if it was approved.

On 13 March, 2013, this committee approved the establishment of a sub-committee to deal with appeals in respect of Bullying and Harassment, Disciplinary, Grievance, Selection for Redundancy and Capability issues.

The ECC considered the procedure at its meeting on 24 March and recommended that the procedure be adopted.

**Resolved:-** That the proposed Capability Policy and Procedure be approved.

**11. LOCAL GOVERNMENT PENSION SCHEME**

Members considered a report on the Local Government Pension Scheme 2014. The Committees approval was required on the future approach to the reviewing of employees' percentage contribution rates.

The new scheme, which is a national scheme became operational from 1 April, 2014 was now based on pay and would need to be regularly monitored for any changes in employees circumstances i.e. incremental rises, reduction of hours etc.

**Resolved:-** That the changes to the Local Government Pension Scheme as outlined in the report, be approved.

**12. NIGHT WORKING**

The Chair advised the Committee that the Trade Unions did not agree with the proposal put to the ECC held on 24 March, 2014, and therefore did not agree with the minutes relating to this item. Members were asked if they wished to defer this item to a future meeting to gain further information.

It was considered that there was sufficient information contained within the report for a decision to be reached.

The issue had arisen from cleansing works being carried out by employees on the A500 which took place during one week every summer.

Members considered the revised scheme, which was at Appendix B of the report, and agreed that an hourly rate of time and three quarters (based on a 37 hour week)

was acceptable. In addition, employees working on a particular night would not have to work the following day. There was some debate as to whether payment would be made for the day off but this was clarified by an amendment to Appendix B.

**Resolved:-** That the Enhancements for Night Working as outlined in Appendix B be approved subject to the inclusion of the following paragraph:

‘There would be no payment for the normal working day as it would not be worked and would be classed as rest time’.

**13. RELIGIOUS OBSERVANCE**

Consideration was given to a report proposing a Policy for Religious Observance During Working Hours.

Rooms were being sought within the Civic Offices which would have little or no cost implications. A sign could be placed on the door indicating whether or not the room was occupied, if it was a multi-purpose room. Members were keen to be made aware of any cost implications.

- Resolved:-**
- (i) That the Religious Observance Policy be agreed in principle subject to a quiet room being found with no cost implications.
  - (ii) That more detail be provided on the cost of implementation.

**COUNCILLOR MRS SANDRA HAMBLETON**  
**Chair**