

PERSONNEL COMMITTEE

Tuesday 23rd July, 2019, at 6.00 pm.

In a Conference Room, Council House, Walsall

Present

Councillor Bird (Chair) (arrived at 6.02pm)
Councillor Andrew (Vice-Chair)
Councillor Gultasib
Councillor Harris
Councillor Nawaz

In attendance

Head of Human Resources.

43/19 Apologies

Apologies for non-attendance were submitted on behalf of Councillors Allen and Hussain.

44/19 Declarations of Interest

None submitted.

45/19 Local Government (Access to Information) Act, 1985 (as amended)

Resolved

That, where applicable, the public be excluded from the meeting during consideration of any items set out in the private part of the agenda for the reasons set out therein and Section 100A of the Local Government Act, 1972.

46/19 Minutes

Resolved that the minutes of the meeting held on 10th June, 2019, a copy having previously been circulated to all Members of the Committee, be approved and signed by the Chair as a correct record.

47/19 Job Evaluation (JE) and Grading Policy and Appeals Policy for NJC/HAY Job Evaluation (JE)

A report was submitted.

(see annexed)

The Head of Human Resources (HR) presented the report and highlighted the salient points contained therein.

The report sought the Committee's approval of the Job Evaluation and Grading Policy (as set out at Appendix 1 to the report) and Appeals Policy for NJC/HAY Job Evaluation (as set out at Appendix 2 to the report).

Both Group Leaders welcomed the Policy reviews. In particular, Councillor Nawaz requested that all HR Policies have a 'date implemented' and 'date for review' table included within each document.

The Chair advised that he felt all Policies should be reviewed annually to ensure that they were current and fit for purpose.

The Head of HR stated that she would include 'date implemented' and 'date for review' tables in all HR documents from now onwards. In relation to the annual review, she advised that a more manageable timeline for reviewing procedures would be on a 3 year basis so that the totality of all Policies were divided over a 3 yearly cycle to avoid the Committee having to review 20 plus Policies within a 12 month period. The only exception warranted to this 3 yearly review cycle would be where new legislation dictated a mandatory change to any particular Policy. In such circumstances, that Policy would be reviewed much sooner.

Members were content with this proposal.

Arising from further discussions on this report, the Leader enquired about the Social Media Policy and when it would be coming to the Committee for approval.

The Head of HR advised that there had been a slight delay to this Policy, but it would be coming to the Committee's September meeting.

Both Group Leaders stated the importance to get the Policy approved and disseminated to staff as swiftly as possible, as a number of incidents had occurred whereby staff had posted inappropriate comments and posts on social media criticising the Council (their employer) or individual Members, which would not be tolerated. Such posts could constitute bullying and / or could bring the Council's reputation into disrepute. Whilst there were appropriate channels for staff to raise grievances with their employer, social media was certainly not the arena within which to raise such matters. Staff needed to be aware of the potential consequences of doing so.

The Head of HR stated that a Policy did currently exist, the Internet and Email Policy, which incorporated social media aspects. However, the new stand-alone Social Media Policy would be more specific and more robust in

terms of what would be / would not be permissible and potential consequences of breaching the Policy.

As an aside, the Leader commentated that staff should also be made aware of the option to have their pension paid outside of their estate, for death in service, so it could be tax-free. This is an option which staff have to manually 'opt-into' and should be made aware of this option.

Resolved that the Job Evaluation and Grading Policy and Appeals Policy for NJC/HAY Job Evaluation be approved.

48/19

Sickness Absence Policy

A report was submitted.

(see annexed)

The Head of Human Resources presented the report and highlighted the salient points contained therein.

The report sought

Resolved that the Sickness Absence Policy be approved.

Termination of Meeting

There being no further business, the meeting terminated at 6.17p.m.

Chairman

Date