

## **PERSONNEL COMMITTEE**

**Monday 9<sup>th</sup> September, 2019, at 9.15 am.**

**In a Conference Room, Council House, Walsall**

### **Present**

Councillor Bird (Chair)  
Councillor Andrew (Vice-Chair)  
Councillor Harris  
Councillor Hussain (arrived at 6.01pm)  
Councillor Nawaz (arrived at 6.01pm)

### **In attendance**

Head of Human Resources  
Head of Law – Contentious

55/19

### **Apologies**

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

56/19

### **Declarations of Interest**

None submitted.

57/19

### **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, as set out in the private part of the agenda, for the reasons set out therein and Section 100A of the Local Government Act, 1972.

58/19

### **Employment Policies Review (phase 1)**

A report was submitted.

(see annexed)

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

The report sought the Committee's approval of the revised and new employment policies, as set out within the report.

Members considered the report and individual Policies. In particular, the Chair queried if the wording within the Social Media Policy was clear and robust to ensure it was fit for purpose and achieved the desired outcome in terms of making it clear to staff what will, and will not be tolerated / considered acceptable. Following further consideration of this particular point, the Head of Law – Contentious suggested that bullet point no. 2 under 3.5.4 on page 8 of the Policy, could be amended to read as follows to ensure that there was no ambiguity in the meaning: -

- making defamatory comments about individuals, **Councillors, the Council** or other Organisations or Groups\*.

*\* Text in bold is in addition to the original wording.*

Members felt that this information needed to be disseminated to all staff once approved to ensure that everyone had been made aware of the Policy and the potential implications of breaching said Policy. The Head of Human Resources advised that an appropriate communication strategy for the dissemination of this information to all staff was in hand.

Arising from another discussion in relation to the Leave and Time Off Policy, the Chair requested data from other Local Authorities within the vicinity, in terms of their Policies to help understand how Walsall's compared.

The Chair indicated that he would like to have sight periodically, via this Committee, of the data regarding staff breaches of such Policies.

**Resolved** that the following Policies be approved: -

- a) Subject to the change in wording, as set out above, Social Media Policy (new policy) – (Appendix 1 to the report)
- b) Probation Policy (revised policy, previously probation guidance notes) – (Appendix 2 to the report)
- c) Leave and Time Off Policy (revised policy, previously special leave guidelines and employee volunteering procedure) – (Appendix 3 to the report)
- d) Family Friendly Policy (revised policy) – (Appendix 4 to the report)
- e) Code of Conduct for Employees (revised code) – (Appendix 5 to the report)
- f) Gifts & Hospitality Policy (revised policy) – (Appendix 6 to the report)
- g) Market Supplements Policy (revised policy) – (Appendix 7a to the report) and accompanying revised request form (Appendix 7b to the report)
- h) Performance & Ill Health Capability Policy (revised policy) – (Appendix 8 to the report)

59/19

**Walsall Integrated Skills Project (WISP) – introducing an internal jobs market**

A report was submitted.

(see annexed)

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

The report advised the Committee in relation to WISP (Walsall Integrated Skills Project) in terms of the proposed process and any potential investments further to the Core Brief announcements in April, 2019.

The report assessed the actions taken in implementing this process at Sunderland Council (there known as SWITCH) and applied a similar approach to standard approved processes at Walsall. Where appropriate, changes to the Sunderland approach were put forward for consideration in order to ensure relevance to the local context.

The report also outlined the potential costs of implementation along with an outline project plan and the proposed timelines for implementation.

Arising from discussions on this item, the Committee received an assurance from both the Head of Human Resources and the Head of Law – Contentious that this project would help the Council mitigate job losses which was a statutory requirement for the Council.

**Resolved** that the report be approved and the approach being undertaken to develop the proposal and implement WISP be endorsed.

59/19

**Revised Health & Safety 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 the Committee's approval of the revised Health and Safety Policy.

Following a brief discussion on this item, it was duly: -

**Resolved** that the revised Health and Safety Policy be approved.

60/19

**Private Session**

**Exclusion of Public**

**Resolved**

That, during consideration of the remaining item(s) on the agenda, the Committee considers that the item(s) for consideration is / are exempt information for the reasons set out therein and Section 100A of the Local Government Act, 1972, and accordingly resolves to consider the item(s) in private.

61/19

**Process in relation to Grievance Matters for Chief Officers**

A report was submitted.

(see annexed)

The Clerk introduced the report and highlighted the salient points contained therein.

Following a discussion on this item, it was duly:-

**Resolved** that two politically balanced Sub-Committees be established, one Hearing Sub-Committee and one Appeal Sub-Committee, comprising three suitably trained elected members on each, as nominated by Group Leaders, to determine issues arising from disciplinary and grievance matters involving Chief Officers.

*(Exempt information under Paragraphs 1, 2 and 4 of Part I of Schedule 12A of the Local Government Act, 1972) (As amended)*

**Termination of Meeting**

There being no further business, the meeting terminated at 6.53 p.m.

Chairman .....

Date .....