

Personnel Committee

Wednesday 8th February 2023 at 10.30am

In a Conference Room at the Council House, Walsall

Committee Members Present

Councillor M. Bird (Chair)
Councillor A. Andrew (Vice-Chair)
Councillor S. Elson
Councillor A Garcha
Councillor N. Gultasib
Councillor K. Hussain
Councillor A. Nawaz
Councillor C. Towe
Councillor J Whitehouse

In attendance

Deborah Hindson – Interim Chief Executive
Michele Leith, Director – Human Resources, Organisational
Development and Administration and Business Support
Nicola Rickhuss – HR Manager Strategy and Planning
Chris Close – Health and Safety Manger
Fred Hancock – Senior Democratic Services Officer
Sian Lloyd – Democratic Services Manager
Julie Towers – PENNA
Amin Aziz – PENNA

1/23 Apologies

No apologies were submitted.

2/23 Declarations of Interest

There were no declarations of interest.

3/23 Local Government (Access to Information) Act 1985 (as amended):

Private session - Exclusion of public

Resolved

That the public be excluded from the meeting during consideration of the item set out in the private agenda for the reasons set out therein.

4/23 Minutes

Resolved that the minutes of the meetings held on 22nd November, 5th December and 14th December 2022, copies having been sent to each Member of the Committee, be approved, and signed by the Chair as a correct record.

5/23 Change to the Membership of Employment Appeals Sub-Committee B

A report was submitted.

(see annexed)

Resolved that approval be granted for Councillor J Whitehouse to replace Councillor S Elson as Chair on Employment Appeals Sub-Committee B with immediate effect and for the remainder of the 2022/23 Municipal Year.

6/23 Annual Health and Safety Report covering the year 2021 / 22

A report was submitted.

(see annexed)

The Committee received a report for information in relation to the Annual Health and Safety Report, covering the year 2021-22.

Members queried and sought assurance on the Council's liability / responsibility in relation to staff working from home (WFH).

The Health and Safety Manager advised that Managers had responsibility for issues such as DSE (Display Screen Equipment) with staff working from home, but were not responsible for undertaking an inspection of the home-work environment. In addition, Managers were provided with a WFH checklist (simple risk assessment toolkit) to help identify any areas where staff required support. The HR Manager Strategy and Planning added that this check was an annual check and should be repeated by managers each year.

Members queried if information pertaining to the risk assessment and checklist was coordinated and retained centrally within the Council. In addition, Members were of the opinion that future report of this nature should be called 'Health, Safety and Well-being'.

The Director – Human Resources, Organisational Development and Administration and Business Support advised that currently this information was held by each individual Manager. However, she would look at getting a system in place, via Microsoft Forms or similar, to collate this data centrally.

Resolved that the contents of the report be noted and shared as appropriate to help promote a positive health and safety culture across the Council.

7/23 Flexible Retirement Policy

A report was submitted.

(see annexed)

The Committee received a report which sought approval of the new Flexible Retirement.

Members queried if there was an Appeal process whereby the employer and employee disagreed.

The Director – Human Resources, Organisational Development and Administration and Business Support advised that there was an Appeal process which was covered within the Policy.

Resolved that the new Flexible Retirement Policy (as set out at Appendix 1 to the report) be approved.

8/23 Pay Policy and Living Wage 2023-24

A report was submitted.

(see annexed)

The Committee received a report which sought approval of the Pay Policy Statement for 2023/24 via a recommendation to Council, including the decision to pay the revised recommended Real Living Wage (RLW) rate with effect from 01 April 2023.

Members queried what a 'spot point' was, as detailed on page 96 of the report.

The Director – Human Resources, Organisational Development and Administration and Business Support advised that it was due to a negotiation in relation to a particular post and in view of the need to recruit and retain in that particular instance.

Resolved that: -

- 1) Council be recommended to approve the Pay Policy Statement for 2023 / 2024;

- 2) Council also be recommended to approve the continuation of the living wage, as set out in section 4.2 option a) of the report, and as detailed in the Pay Policy.

9/23 Private Session

Exclusion of the Public

Resolved:

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

10/23 Recruitment to the post of Executive Director, Resources and Section 151 Officer

A report was submitted.

(see annexed)

The Committee received a report which detailed the proposals in relation to the recruitment to the permanent post of Executive Director, Resources / Section 151 Officer.

Resolved that: -

- 1) Officers be granted authority to commence a recruitment process for an external interim for the post of Executive Director Resources – excluding S151.
- 2) Officers be granted authority to approach recruitment consultancies to provide CVs for consideration.
- 3) the responsibility for the interim appointment be delegated to the Chief Executive, in consultation with both Group Leaders prior to confirming the appointment decision.
- 4) It be agreed that the contract term for the interim will be up for up to six-months with an option to extend for a further six-months, if required.

There being no further business, the meeting terminated at 11.38am.

Chair

Date