

## **PERSONNEL COMMITTEE MINUTES - 9 NOVEMBER 2017**

**Present:** Councillor Lovelock (Chair);  
Councillors David Absalom, Dennis (in place of Councillor Terry), Page and Skeats.

**Also Present:** W King.

**Apologies:** Councillor Terry.

### **10. MINUTES**

The Minutes of the meetings held on 13 July and 12 October 2017 were confirmed as correct records and signed by the Chair.

### **11. PROCEEDINGS OF THE LOCAL JOINT FORUM**

The Chief Executive submitted the proceedings of the Local Joint Forum meeting held on 13 July 2017.

**Resolved - That the proceedings of the Local Joint Forum meeting be received.**

### **12. EMPLOYEES' CODE OF CONDUCT**

Warren King, Interim HR/Payroll Services Manager, submitted a report with attached a copy of the revised Code of Conduct.

The report explained that the current Employee Code of Conduct was outdated having been written in more than 10 years ago and that it had been identified in the Strategic Risk Register that the Code needed to be refreshed and relaunched. In addition, new employees had not received a copy of the Code of Conduct as the Employee Handbook was no longer sent to new starters. The new Code of Conduct would be issued with contracts of employment and would also be rolled out to the existing workforce through Netconsent, it would also form part of the Corporate Induction process.

Warren reported that the Code of Conduct had been discussed at the meeting of Local Joint Forum on 9 November 2017, prior to the meeting of Personnel Committee, where it had been suggested that the document be dated so that it was clear when it had been produced and subsequently revised and, with regard to recruitment, if someone was involved with recruitment and one of the candidates was a relative or close friend then the Code should state that that person should discuss the position with their manager and possibly withdraw from the process if it was practicable for them to do so.

**Resolved - That the revised Code of Conduct be approved subject to the amendments that had been suggested by the Local Joint Forum on 9 November 2017.**

**13. EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved -**

That pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following item, as it was likely that there would be disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A (as amended) to that Act.

**14. EARLY RETIREMENTS AND REDUNDANCIES**

The Interim HR and Payroll Services Manager, the Monitoring Officer and the Head of Finance submitted a joint report, which set out 15 requests for dismissal on the grounds of redundancy.

The proposals, together with the financial implications, were set out in a schedule appended to the report on the following basis:

- The financial case was given which represented the highest cost to the Council. In most cases this included discretionary added years on pension (where payable), as this represented a direct and ongoing cost to the Council. This was in accordance with the Council's current practice of considering redundancy and retirement terms up to the maximum limit of discretion, where applicable. The Committee was asked to approve individual proposals subject to a maximum ceiling on the exercise of discretion;
- The financial implications were costed on the basis of the estimated figures, which were subject to final confirmation. The figures might be affected by changes to final salary, pensionable service, age or date of leaving. The Committee was asked to approve the proposals on the basis of the estimated figures, subject to any individual proposal being brought back to Committee if the confirmed costs were more than 10% in excess of those reported;

The report sought approval for the payment of a compensation package in the case of the proposed termination of employment on grounds of redundancy, subject to the conclusion of all outstanding matters, including ongoing consultation with the employee and their representatives, and efforts to secure alternative employment, where appropriate.

**Resolved -**

- (1) That the dismissal of employment on the grounds of redundancy of employees A, B, C, D, E, F, G, H, I, J, K, L, M, N and O be approved on the terms set out in the schedules appended to the report subject to the conclusion of all outstanding matters in each case, including ongoing consultation with the employees and their representatives and efforts to secure alternative employment, where appropriate;

## PERSONNEL COMMITTEE MINUTES - 9 NOVEMBER 2017

- (2) That the proposal set out in (1) above be approved on the basis of the financial implications set out in the report, and that authority to conclude the proposal be delegated to the Head of Finance, Monitoring Officer and HR and Payroll Services Manager (acting jointly) within that framework, and subject to the maximum ceiling identified for the proposal;
- (3) That the current terms for agreeing compensation packages in specific cases of early retirement or termination of employment on the grounds of redundancy or efficiency be confirmed.

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 6.30pm and closed at 6.47pm).