

## PERSONNEL COMMITTEE MINUTES - 12 JULY 2018

**Present:** Councillor Brock (Chair);  
Councillors Ayub (in place of Councillor Lovelock), Maskell  
and Page.

**Also Present:** Alison McNamara (for items 1 to 3) and Shella Smith.

**Apologies:** Councillors Lovelock and Skeats.

### 1. MINUTES

The Minutes of the meetings held on 15 March and 10 May 2018 were confirmed as a correct record and signed by the Chair.

### 2. PROCEEDINGS OF THE LOCAL JOINT FORUM

The Chief Executive submitted the proceedings of the Local Joint Forum meeting held on 15 March 2018.

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

### 3. CHRISTMAS PERIOD CLOSURE OF NON ESSENTIAL SERVICES

The Director of Resources submitted a report presenting the Committee with the results of the staff consultation on the proposed move to compulsory annual four day closure over the Christmas and New Year period. A copy of the Consultation Report was attached to the report at Appendix 1, a copy of the Equality Impact Assessment was attached at Appendix 2 and a copy of the Management Response was attached to the report at Appendix 3.

The report explained that the consultation had followed a pilot closure over the Christmas period in December 2017 which had introduced the offer of up to two days of concessionary annual leave to match purchase of up to two days of annual leave. 421 staff had taken up the purchase of annual leave which had achieved a salary saving of £97,000. Following the pilot it had been proposed and agreed, as part of the budget setting process in February 2018, that subject to a formal staff consultation the Council would close over the Christmas period in future years. The consultation had run for 30 days from 18 April to 17 May 2018; there had been 330 responses with 64% in favour of the proposal and 34% not in favour. 360 responses had been made on the potential impacts of the proposals and considerations for implementation.

Shella Smith, Head of HR and Organisational Development, reported that a steering group would be set up to take the proposal forward and representatives from the trade unions would be invited to be members.

**Resolved -**

- (1) **That taking into account the results of the staff consultation the Council be closed over the Christmas and New Year period in future years, whilst ensuring that essential services continued to be provided during this period;**

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- (2) That the staff offer to award up to two days paid additional leave over the Christmas and New Year period to match the purchase of annual leave which was available through the existing policy be approved.

### 4. 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.

### 5. EARLY RETIREMENTS AND REDUNDANCIES

The Head of HR and Organisational Development, the Monitoring Officer and the Head of Finance submitted a joint report, which set out eight 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.

Resolved -

- (1) That the dismissal of employment on the grounds of redundancy of employees A, B, C, D, E, F, G and H 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;
- (2) That the proposal set out in (1) above be approved on the basis of the financial implications set out in paragraphs 4.1.1 and 4.1.2 of the report, and that authority to conclude the proposal be delegated to the Head of Finance, the Monitoring Officer and the Head of HR and Organisational Development (acting jointly) within that framework, and subject to the maximum ceiling identified for each individual proposal.

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 6.30pm and closed at 6.55pm).