

NORTH DEVON COUNCIL

Minutes of a meeting of the PERSONNEL COMMITTEE held at the Civic Centre, Barnstaple on Monday 17th November 2014 at 10.00 a.m.

PRESENT: Members:

Councillor Wilkinson (Chairman)

Councillors Barker, Clark, Croft, Haywood, Lucas and Mathews.

Officers:

Chief Executive, Head of Waste and Recycling Service, Human Resources Manager and Corporate and Community Administrator (KD).

16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hunt.

17 MINUTES

RESOLVED that the minutes of the meetings held on 12th August 2013, 16th September 2013, 18th November 2013 and 16th June 2014 (circulated previously) be approved as correct records and signed by the Chairman.

18 DECLARATIONS OF INTEREST

There were no declarations of interest announced.

19 PROPOSED SICKNESS ABSENCE MANAGEMENT POLICY

The Committee considered a report by the Human Resources Manager (circulated previously) regarding the proposed Sickness Absence Management Policy.

The Human Resources Manager advised that currently there were three separate sickness absence management policies and guidance document which were duplicating information and causing confusion to employees. She advised that it was proposed that one single Sickness Absence Management policy replaced the three separate policies. The summary of key changes to the proposed revised policy were outlined to the Committee:

- A formal long term sickness interview may be held with an employee before their entitlement to sickness payment has been exhausted.
- Reference to the discretionary possibility of extending sickness payment for three months had been removed.

- Carry forward of holiday balances allowed, and option stated for taking of paid holiday during a period of sickness.
- Emphasis change from certain referral to Occupational Health to when appropriate.
- Reference to the involvement of the Regional Disability Service had been removed as it had been rarely used in the past.
- The term “manager” was used throughout, as opposed to stating the level of management for each contact/action.
- Clear principles stated and references removed to detailed examples.
- During a phased return to work employees receive full (normal) pay for the hours/days that they attend work, but will receive Occupational Sick Pay, Statutory Sick Pay (SSP), or nil pay, whichever was applicable to them, for the time that they were not at work.

The Human Resources Manager advised that both UNISON and SMT were in agreement to move forward with the implementation of the new proposed policy.

In response to a question, she advised that up to five days holiday could be carried over into the next financial year at the manager's discretion. Any more would require an application submitted to the Chief Executive for consideration by SMT.

RESOLVED:

- (a) that the proposed revised Sickness Absence Management Policy be adopted;
- (b) that the current Long Term Sickness Policy and Sickness Absence Policy and Sickness Absence employee Guidance Notes be withdrawn.

20 EXCLUSION OF PUBLIC AND PRESS AND RESTRICTION OF DOCUMENTS

RESOLVED :

- (a) That, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involved the likely disclosure of exempt information as defined by Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act (as amended from time to time), namely information relating to any individual and

the financial or business affairs of any particular person (including the authority holding that information).

- (b) That all documents and reports relating to the item be confirmed as "Not for Publication".

21 APPLICATION FOR VOLUNTARY SEVERANCE

The Committee considered a report by the Chief Executive (circulated previously) regarding an application for voluntary severance.

The Chief Executive and Head of Works and Recycling Service outlined the detail of the application for voluntary severance and answered questions in relation to the same.

RESOLVED, that due to the need to make budget led cut backs, the application from postholder 39010R for voluntary redundancy on the grounds of efficiency of service be approved.

Chairman

The meeting ended at 10.25 am

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.