

SOUTH LAKELAND DISTRICT COUNCIL

South Lakeland House, Kendal, Cumbria LA9 4UQ

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**You are requested to attend a meeting of
the Human Resources Committee
on Tuesday, 9 October 2018, at 3.00 p.m.
in the Georgian Room, Kendal Town Hall**

Committee Membership

Councillors

Roger Bingham
Andrew Butcher
Philip Dixon (Vice-Chairman)
Rachael Hogg (Chairman)
Dave Khan
Matt Severn
Peter Thornton
Graham Vincent
Mark Wilson

Note – Where relevant, agendas for Members are labelled “Private Document Pack” and contain exempt information within the papers. Any relevant pages are marked as restricted within Agendas labelled “Public Document Pack”.

Friday, 28 September 2018

Debbie Storr, Director of Policy and Resources (Monitoring Officer)

For all enquiries, please contact:-

Committee Administrator: Una Bell

Telephone: 01539 793248

e-mail: committeeservices@southlakeland.gov.uk



AGENDA

Page Nos.

PART I

1 APOLOGIES

To receive apologies for absence, if any.

2 MINUTES

To authorise the Chairman to sign, as a correct record, the minutes of the meeting of the Committee held on 10 July 2018.

5 - 8

3 MINUTES OF APPEALS SUB-COMMITTEE

To receive the minutes of the meeting of the Appeals Sub-Committee held on 26 March 2018.

9 - 10

4 DECLARATIONS OF INTEREST

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting.

5 LOCAL GOVERNMENT ACT 1972 - EXCLUDED ITEMS

To consider whether the items in Part II of the Agenda should be considered in the presence of the press and public.

PART II

Private Section (exempt reasons under Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, specified by way of paragraph number)

6 HEALTH, SAFETY AND WELLBEING COMMITTEE

11 - 14

- *Paragraph 2 - Information which is likely to reveal the identity of an individual.*

To receive the minutes of the meeting of the Health, Safety and Wellbeing Committee held on 1 August 2018.

7 CONSULTATION DOCUMENT - CUSTOMER CONNECT

- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

To consider the Customer Connect Consultation Document.

Please note that the Customer Connect Consultation Document Report contains sensitive information and hard copies will be circulated under separate cover.

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HUMAN RESOURCES COMMITTEE

Minutes of the proceedings at a meeting of the Human Resources Committee held in the Georgian Room, Kendal Town Hall, on Tuesday, 10 July 2018, at 3.00 p.m.

Present

Councillors

Rachael Hogg (Chairman)

Roger Bingham
Dave Khan

Matt Severn
Peter Thornton

Apologies for absence were received from Councillors Andrew Butcher, Philip Dixon (Vice-Chairman) and Mark Wilson.

Officers

Una Bell	Assistant Committee Services Officer
Dawn Bradley	Human Resources Advisor
Lawrence Conway	Chief Executive
Jim Maguire	Community and Leisure Manager
Debbie Storr	Director of Policy and Resources (Monitoring Officer)
David Sykes	Director People and Places
Sion Thomas	Corporate Asset Manager
Kerry Wallace	Human Resources Manager

HR/10 MINUTES

RESOLVED – That the Chairman be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on 19 June 2018.

HR/11 DECLARATIONS OF INTEREST

RESOLVED – That it be noted that no declarations of interest were raised.

HR/12 LOCAL GOVERNMENT ACT 1972 - EXCLUDED ITEMS

RESOLVED – That the items in Part II of the Agenda be dealt with following the exclusion of the press and public.

HR/13 REDUNDANCY POLICY

The Human Resources Manager presented a report which set out South Lakeland District Council's (SLDC) approach to managing redundancies in accordance with employment best practice. The report outlined the methodology for the amalgamation of three existing policies into one policy, which would result in a more user friendly resource for Officers to manage any emerging redundancy situations in the future. Members were advised that

SLDC had worked in partnership with Trade Union colleagues who had jointly participated in the development of the new policy.

The Human Resources Manager responded to a number of questions raised by Members and advised that the proposed policy was less prescriptive and therefore more flexible.

Members agreed that it was refreshing to see three policies amalgamated into one policy and welcomed the involvement of the Trade Unions.

RESOLVED – That the Redundancy Policy be approved for implementation with immediate effect.

HR/14 ANNUAL HEALTH AND SAFETY REPORT

The Corporate Asset Manager presented the Annual Health and Safety Report 2017/18. He informed the Committee that South Lakeland District Council's (SLDC) approach to safety and health had been revitalised and the branding reviewed. Overall there had been a steady improvement and a positive impact on SLDC's performance and the recent staff survey had seen an increased response rate and positive feedback. The report outlined health and safety developments, in particular the reduction in Street Scene reversing manoeuvres, investment in new work stations and noise risk assessments. The report covered measures undertaken to reduce risks arising from contractors being engaged to undertake work and the Corporate Asset Manager informed Members that site audits were now being carried out, with the Kendal Town Hall project being highlighted as an excellent example of how a large risk project could be managed through good planning. IOSH (Institute of Occupational Safety and Health) Working Safely e-learning courses had been introduced and continued to meet the demands of operational services. The importance of recognising and reporting near miss incidents and safety observations was highlighted and Members were informed that future priorities would include an accident investigation and reporting workshop and an audit of safety management systems would be undertaken by a third party.

Members thanked the Corporate Asset Manager and commended Officers for the work carried out on the reverse manoeuvre project and on the achievement of zero accidents on the Town Hall project.

RESOLVED – That the Annual Health and Safety Report 2017/18 be noted.

HR/15 PRESS AND PUBLIC

RESOLVED - That, under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Act as amended by the Local Government (Access to Information) (Variation) Order 2006 by virtue of the paragraphs indicated.

HR/16 JOINT CONSULTATIVE PANEL

- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

RESOLVED – That the minutes of the meeting of the Joint Consultative Panel held on 5 June 2018 be received.

HR/17 ORGANISATIONAL ESTABLISHMENT UPDATE

- *Paragraph 1 - Information relating to any individual.*
- *Paragraph 2 - Information which is likely to reveal the identity of an individual.*
- *Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

The Director of Policy and Resources (Monitoring Officer) presented a report outlining an updated Organisational Establishment List and interim Change Management arrangements for Customer Connect. The report provided details of the establishment as it stood prior to implementation of Customer Connect and she explained that following approval of the business case, to be considered by Council in July, a new operating model with a revised structure would be designed.

The Director of Policy and Resources (Monitoring Officer) outlined the proposed financial changes within Street Scene, which were subject to budget approval by Council, and responded to questions from Members.

RESOLVED – That

- (1) the changes, as detailed in the report be noted, subject to budget approval by Council;
- (2) the interim change management arrangements for Customer Connect be noted; and
- (3) the updated Establishment List be received.

HR/18 CUSTOMER CONNECT HR RESTRUCTURE PRINCIPLES REPORT

- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

The Human Resources Manager presented a report on Customer Connect HR Restructure Principles. She provided an overview of the principles which underpinned the Customer Connect transformation project and advised Members that total business transformation would be achieved through inclusive employee and stakeholder engagement and in addition all HR policies would be reviewed and updated in line with service redesign and the new operating model.

The Human Resources Manager, the Chief Executive and the Director People and Places responded to a number of questions raised by Members.

10.07.2018

Human Resources Committee

RESOLVED – That

- (1) the general HR restructure principles as detailed within the report be noted; and
- (2) the change, engagement and transformational approach be noted and endorsed.

HR/19

RE-ADMISSION OF PRESS AND PUBLIC

RESOLVED – That the press and public be re-admitted to the meeting.

The meeting ended at 3.53 p.m.

APPEALS SUB-COMMITTEE

Minutes of the proceedings at a meeting of the Appeals Sub-Committee held in the Georgian Room, Kendal Town Hall, on Monday, 26 March 2018, at 1.00 p.m.

Present

Councillors

Roger Bingham

Sylvia Emmott

Annie Rawlinson

Officers

Kira King

Human Resources Officer

Charles Officer

Human Resources Advisor

Simon Rowley

Assistant Director Neighbourhood Services

Also in attendance at the meeting was Laura Cieplak (Advisor to the Panel).

APP/13 ELECTION OF CHAIRMAN

RESOLVED – That Councillor Annie Rawlinson be elected Chairman for the meeting.

APP/14 APOLOGIES AND RECONSTITUTION OF MEMBERSHIP

There were no apologies and there had been no change in the membership of the Sub-Committee and, therefore, no reconstitution was necessary.

APP/15 DECLARATIONS OF INTEREST

RESOLVED – That it be noted that no declarations of interest were raised.

APP/16 LOCAL GOVERNMENT ACT 1972 - EXCLUDED ITEMS

RESOLVED – That the item in Part II of the Agenda be dealt with following the exclusion of the press and public.

APP/17 PRESS AND PUBLIC

RESOLVED - That, under Section 100(A)(4) of the Local Government Act 1972, the press and public, with the exception of the Appellant and their partner, be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Act as amended by the Local Government (Access to Information) (Variation) Order 2006 by virtue of the paragraph indicated.

APP/18 APPEAL - 2017/18 - 003

- *Paragraph 1 - Information relating to any individual.*

Following introductions, the Chairman advised all present of the correct procedure to be followed during the appeal hearing.

The Appellant was in attendance, and was assisted by their partner.

The case for the Council was presented by the Assistant Director Neighbourhood Services (Management Representative), who called two witnesses. Following presentation of written, oral and physical evidence, questions were put to the Management Representative and witnesses by the Sub-Committee and then the Appellant.

The Appellant presented their case. Following presentation of written and oral statements, questions were put to the Appellant by the Sub-Committee and by the Management Representative.

The cases for the Council and the Appellant were then summed up.

Note – the Sub-Committee passed a resolution to adjourn the meeting to exclude the Appellant, their partner and officers, in making its decision, pursuant to schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 by virtue of the paragraph indicated:-

Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Prior to withdrawing, the Chairman advised that deliberations may be ongoing for some time and that a letter confirming the Panel's decision would be sent to the Appellant within five working days. The Appellant then left the meeting for the remainder of the duration.

The Sub-Committee then withdrew to consider the circumstances put forward, accompanied by the Advisor to the Panel.

On reconvening, the Chairman said that the Sub-Committee had listened very carefully to the facts that had been presented, and had reached a unanimous decision. The Chairman stated that a letter confirming the Sub-Committee's decision would be sent to the Appellant within five working days.

RESOLVED – That

- (1) the original decision by Management be upheld; and
- (2) a letter confirming the Sub-Committee's decision be sent to the Appellant within five working days of the Appeal.

The meeting ended at 3.00 p.m.

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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